DOCUMENT RESUME

ED 337 620 CE 059 215

AUTHOR Sandiford, Janice R., Ed.
TITLE Health Occupations Students of America Handbooks and Procedures Manuals.
INSTITUTION Health Occupations Students of America. Florida Association.
PUB DATE 90
NOTE 236p.; For related documents, see ED 269 594-595.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC10 Plus Postage.
DESCRIPTORS *Allied Health Occupations Education; High Schools; Leadership Training; Policy; Student Leadership; *Student Organizations; Student Participation; Student Projects
IDENTIFIERS *Florida; *Health Occupations Students of America

ABSTRACT

This packet includes a Chapter handbook, an officer's handbook, and a policies and procedures manual for Health Occupations Students of America (HOSA) members. The Chapter handbook is a resource guide for management and leadership development for the Florida Chapter known as the Florida Association, HOSA. The handbook's six chapters provide information on HOSA's philosophy, purposes, emblem, motto, creed, structure, organization, and uniform; role and responsibilities of the chapter advisor; the regional advisor; organizing a school chapter; activities; and awards. Appendixes include checklists, suggested activities, fund raising ideas, and forms. The officer's handbook consists of nine chapters that list duties and responsibilities of the HOSA chapter president, vice president, secretary, treasurer, historian, and parliamentarian. The policies and procedures manual synthesizes the manner in which HOSA conducts the business of its association. Five chapters cover these areas: organizational structure of HOSA, Inc.; organizational structure, Florida Chapter; professional activity and development; financial structure and related activities; and service to members. Appendixes include policies and procedures for the state competitive events program and guidelines for running for state office. (YLB)

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HEALTH OCCUPATIONS STUDENTS OF AMERICA
HANDBOOKS AND PROCEDURES MANUALS

1. Health Occupations Students of America Chapter Handbook. Third Edition, 1988

2. HOSA Officer's Handbook. Revised 1990

3. HOE-HOSA Policies and Procedures Manual 1st Edition, 1989

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Health Occupations Students of America

Chapter Handbook

Third Edition, 1988

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"A resource guide for chapter management and leadership development for the Florida Association, HOSA.

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HEALTH OCCUPATIONS STUDENTS OF AMERICA

Chapter Handbook

Third Edition, 1988

State of Florida
Department of Education
Betty Castor, Commissioner

Bureau of Vocational Program and Staff Development
Division of Vocational Adult and Community Education
Health and Public Service Education Program

"an affirmative action/equal opportunity employer"

HEALTH OCCUPATIONS STUDENTS OF AMERICA:

CHAPTER HANDBOOK

3rd Edition

Edited by

Janice R. Sandiford, Ph.D.
Florida International University
College of Education
Department of Middle Secondary and Vocational Education
Miami, Florida 33181

ACKNOWLEDGEMENTS

This third revision of this HOSA Chapter Handbook is the result of workshops held in Jacksonville, Florida, the 1987-88 year.

Project Director:

Janice Sandiford, R.N., Ph.D., Associate Professor, Health Occupations Education, College of Education, Florida International University, Miami.

Instructor Participants:

Louise McCormick Davison, R.N., M.S., Ed.S. Program Director, Health and Public Service Education, Department of Education, Tallahassee.

Myra Saley, R.N., M.A. Program Specialist, HOSA State Advisor, Department of Education, Tallahassee.

Lillie H. Sanders, R.N., B.A. Health Occupations Education, Hillsborough High School, Tampa.

Millie Pittet, R.N., B.A., M.A., Ed.S. Region III and IV Health and Public Service Program Specialist, Department of Education, Tampa.

Bonita Sampson, B.S.N., M.P.H. Health Occupations Education, Ft. Pierce Westwood High School

Diane Cargill, R.N. Health Occupations Education, Palm Bay High School, Melbourne

Carolyn Meadows, R.N. Health Service Occupations, Palatka High School, Palatka

Barbara Boyd, R.N. Health Service Occupations, Boyd Anderson High School, Ft. Lauderdale

Jeanette Shahboz, C.D.A. Health Occupations Education/Dental Assisting, Robert Morgan Vocational Technical Institute, Miami

Fredricka B. Bailey, R.N., M.S. Health Service Occupations, American High School, Hialeah

Rosemary Lewis, R. N. Orientation to Health and Public Service Education, Ferry Pass Middle School, Pensacola

Sonia Bibeau, R.N. B.S. Practical Nursing Program McFatter Vocational-Technical Center, Davie

Zilpha Fuller, R.N. B.S.N. Health Service Occupations Coconut Creek High School, Coconut Creek.

FOREWORD

This handbook is designed to serve as a resource to assist HOSA members and Chapter Advisors in establishing and maintaining HOSA Chapters and related activities. It is designed to provide HOSA Advisors and members with information that is readily available. It is presented in a format that will allow updating as often as necessary.

It is hoped that this handbook will assist HOSA advisors in integrating the HOSA program of work into the instructional program of Health Occupations. Through HOSA and its activities, future Health Care Professional Leaders will evolve.

The handbook may be used both as a planning document and as an instrument for evaluation. Suggestions for improvements should be sent to: Program Director, Health and Public Service Education, Florida Department of Education, Tallahassee, Florida, 32399.

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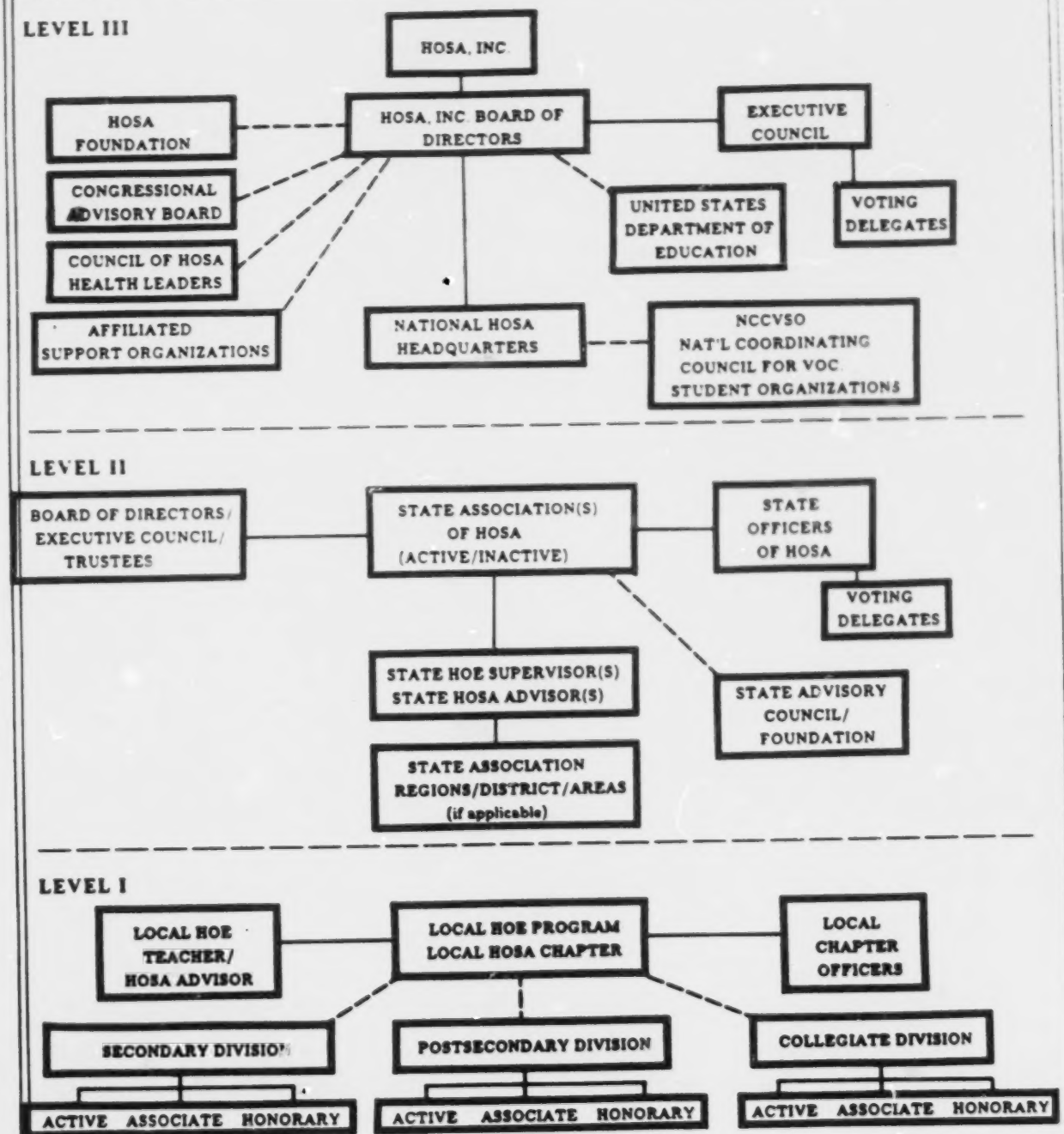
THE HOSA ORGANIZATION



CHAPTER 1

FLORIDA ASSOCIATION,

HEALTH OCCUPATIONS STUDENTS OF AMERICA

CHAPTER 1

FLORIDA ASSOCIATION

HEALTH OCCUPATIONS STUDENTS OF AMERICA

History

Health Occupations Students of America is an organization which has evolved over a period of several years as a result of significant efforts and activities to establish a separate national vocational student organization for students enrolled in health occupations education programs. These include the following:

1972 - The National Advisory Council, VOCATIONAL STUDENT ORGANIZATIONS, identified the vocational student organizations as an "integral functional part of the curriculum" and recommended that all program areas support a student organization as part of the instruction.

1973 - The Health Occupations Education (HOE) Division of the American Vocational Association (AVA) voted to endorse establishment of a national Health Occupations Student Organization.

1974 - The National Task Force prepared a report which served as the preliminary steps in establishing the national organization.

1975 - The Planning Committee, appointed by the Vice-President of the HOE Division of AVA, completed plans for a Constitutional Convention that would formalize the development of a national organization.

1976 - The Constitutional Convention of the National Association, Health Occupations Students of America, was held in Arlington, Texas. Six states with established statewide organizations for health occupations students sent representatives to serve as delegates at the convention. The participating states were: Alabama, New Jersey, New Mexico, Oklahoma, Texas and North Carolina. The National Health Occupations Students of America Bylaws were adopted for the new organization by the delegates at the convention.

Prior to that time, the health occupations education teachers in Florida who wished to provide experiences for their students in a vocational student organization had to affiliate either with the Cooperative Education Clubs of Florida or the Vocational Industrial Clubs of America. Health Career Clubs were also sponsored by the Florida Medical Association Auxiliary.

A study conducted in 1975 and 1976 by the Florida Department of Education revealed that teachers and principals in the high schools were in strong agreement that an organization should be made available specifically for students enrolled in high school health occupations education programs. On May 10, 1976, Joe D. Mills, Director of the Division of Vocational Education, Florida Department of Education, appointed members to serve on the State Advisory Committee for the Health Occupations Student Organization to assist in developing an organzation for HOE students. This committee recommended:

1. The target date of 1977 for finalizing the development of a statewide organization.

2. The membership be limited to students in high school health occupations education during the first phase of the organization.

The members of the Advisory Committee were:

Nicholas Borota, Principal
Miami Carol City Senior High School, Miami

Arlene Carta, Instructor
Nurse Aide Program
Orange County Vocational School, Orlando

Catherine J. DeVito
Florida Medical Association Auxiliary,
St. Augustine

Mary Nan Dixon, Supervisor
Health Occupations Education Programs
Orange County Schools, Orlando

Charlotte Dunn, Instructor
Cooperative Health Occupations Education
Chamberlain High School, Tampa

Betty Fields, Coordinator
Health Occupations Education Programs
Duval County Schools, Jacksonville

Debbie Long, Student
Health Service Aide Program
Colonial High School, Orlando

Bernard Minoque, Associate Dean
Health Related Technologies
Florida Junior College, Jacksonville

Debbie Smith, Alumna
Practical Nursing Program
Lake County Area Vocational Center, Eustis

Ann Syfrett, Chairman
Associate Degree Nursing Program
Gulf Coast Community College, Panama City

Chris Wert, Student
Medical Laboratory Technician Program
Valencia Community College, Orlando

The first meeting of the State Advisory Committee for the Health Occupations Student Organization was held September 22, 1976 in Orlando. Attending this meeting were committee members Borota, Carta, Dunn, Long, Minoque, Smith, Syfrett and Wert. Department of Education members attending were Betty Cannata, Willard Carlson, Louise Egan, Arthur Haseltine, Sarah Hurst, Harlan McCauslin, Etta McCulloch and Richard Ray.

Dr. Sarah Hurst, Consultant for Health Occupations Education, Department of Education, presented the committee with the results of a study conducted under her leadership to identify the need for an HOE student organization. Eighty-nine (89) percent of the respondents stated that the HOE student organization was needed.

On November 11-14, 1976, the American Health Occupations Education Student Organization (now HOSA), held its Constitutional Convention at Arlington, Texas. The first HOSA Bylaws were adopted at the convention. Attending from Florida were Dr. Sarah Hurst and Dr. Richard Ray.

1977 - Hazel Hogan, Health Occupations Teacher Educator at Florida Technological University (now the University of Central Florida), coordinated a workshop for the Department of Education in June, 1977 to develop a handbook for HOSA members and advisors. Dr. Elizabeth King, from the State University of New York at Buffalo was the principal resource person. Accomplishments of this workshop included the initial development of the handbook and the accompanying idea bank. The Workshop Director was Arlene Carta, Instructor, Nurse Aide Program, Orange County Vocational School, Orlando.

The teachers who attended were:

Lucille Alexander	Health Service Aide Program Godby High School Tallahassee
Joan M. Anderson	Cooperative Health Occupations Education Program Pahokee Junior-Senior High Pahokaee
Rose P. Carpenter	Orientation to Health Occupations Program Clewiston Middle School Clewiston
Vivian Ferderber	Health Service Aide Program Wymore Career Education Center Estonville
Betty Gaskin	Practical Nursing Program Haney Vocational-Technical Center Panama City
Evelyn J. Hillman	Health Service Aide Program Edward H. White High School Jacksonville
Patricia Lenz	Health Service Aide Program Ely High School Pompano Beach
Carol Macon	Cooperative Health Occupations Education Program Palm Beach Gardens High School Palm Beach Gardens
Dorothy A. Meeler	Health Service Aide Program Andrew Jackson High School Jacksonville
Joyce G. Megow	Health Service Aide Program Apoka High School Apoka
Britton Nelson	Health Service Aide Program Lake Brantley High School Forest City

Murrell Stephan	Health Service Aide Program South Plantation High School Plantation
Norma Walters	Health Service Aide Program Satellite High School Satellite Beach

On November 4-5, 1977, the Constitution Convention of the Florida Association, Health Occupations Students of America was held in Orlando. The HOE instructor, one HOE student delegate, and one alternate were invited to attend from each high school HOE program in the state. The Florida Medical Association Auxiliary donated $425.00 to the association to help defray the costs of the convention. The association bylaws were adopted at the convention under the able direction of Willabeth Jordan, Parliamentarian. Sarah Hurst served as Convention Coordinator.

Other organizations contributing funds at the time were the Florida Dental Association, $50.00; Health Occupations Educators Association of Florida, $200.00; Florida Technical Education Association, $100.00; Florida Vocational Association, $100.00; and Florida Hospital Association, $150.00.

1977 - in December, 1977, the Florida Association, Health Occupations Students of America (HOSA), received its official charter from National HOSA. A Charter Plaque was presented to the Florida delegation at the Second National HOSA conference held in Cherry Hill, New Jersey on June 26th through July 1, 1979.

1979 - Several changes have been made in the Florida Association HOSA Bylaws since its inception. One particularly important change occurred when the bylaws were amended in 1979 to extend membership to students enrolled in post-secondary health occupations education programs. This change is consistent with the National Bylaws which provide for post-secondary membership and separate competitive events at the National conference.

The history of Florida Association, Health Occupations Students of America is summarized as:

1977 - Florida finalized development of a statewide organization and received official Charter from National HOSA.

1978 - Florida's Motto entry was adopted by National HOSA.

1979 - The Bylaws were amended to extend membership to post-secondary students. Received charter Plaque from National HOSA.

1980 - Florida's membership continued to grow.

1981 - The second revision of the HOSA Handbook was completed.

1982 - Florida students continue to participate in National events piloting a "Brain Bowl" event.

1983 - New publications are prepared to assist advisors in building HOSA Chapters.

1984 - Florida hosted the HOSA National Conference in Orlando. Florida members served on the National Board of Directors for the first time.

1985 - The Florida HOSA Foundation began.

1986 - Florida HOSA students won 53 Competitive Event awards from the National Conference. The Board of Director 's representation was reorganized.

1987 - The Collegiate Division of HOSA was approved. Florida HOSA had the largest delegation attending the National Conference. Florida HOSA added an alumnae member to the Board of Directors.

1988 - Florida HOSA presented its first Honorary Life time membership to Dr. Etta Mc Culloch.

PHILOSOPHY OF HOSA

The vocational student organization is designed to assist students to understand and accept their abilities, aptitudes and interests. HOSA creates opportunities for the students to develop their interests and relate them to realistic goals in the health careers. HOSA activities are an integral part of the health occupations education program curriculum, providing leadership development opportunities for the student to:

1) improve interpersonal relations by practicing the communication skills;

2) improve team membership skills and attitudes by learning to share, to give and to receive criticism, encouragement, or support;

3) participate effectively in the democratic process both as a follower and as a leader;

4) enhance self-concept as a helping person by learning to accept responsibility for and consequences of personal actions with relation to others, especially to those being provided health care;

5) prepare for membership and participation in the health professions and society; and

6) practice and improve their chosen health profession skills through competitive events.

Purposes of HOSA

The purposes of the Florida Association, HOSA are stated in Article II of the Bylaws (Appendix A). Each HOSA member should become familiar with the purposes of the organization.

HOSA Emblem

In 1978, each chartered state had the opportunity to submit a HOSA emblem to be presented at the First National HOSA Conference. The House of Delegates selected the emblem to represent the national organization at the First National HOSA Conference held April 27-30, at Oklahoma City, Oklahoma.

A HOSA Emblem Ceremony has been developed in Florida, utilizing the circle, the triangle and the hands, which are symbolized on the national emblem. The ceremony may be used at chapter, regional or state meetings and conferences.

HOSA EMBLEM*

The circle represents the continuity of health care

The trianagle represents the three aspects of humankind well-being - social, physical and mental, and

The hands signify the caring of each HOSA member.

Colors: Background of outer circle - maroon
Letters in circle - medical white
Triangle - navy blue
Hands, figure, HOSA in triangle - medical white
Area around triangle - medical white
"founded in 1976" - navy blue

HOSA Motto

"THE HANDS OF HOSA MOLD THE HEALTH OF TOMORROW" is the HOSA motto. The original motto, "The Hands of Youth Mold the Health of Tomorrow" was presented by Florida and adopted at the First National HOSA Leadership Conference in 1978. Due to the inclusion of post-secondary students, the word "youth" was changed to "HOSA" in 1979 at the Second National HOSA Conference held in Cherry Hill, New Jersey.

- **Adopted by the House of Delegates at the First National HOSA Conference held April 27-30, 1978 at Oklahoma City, Oklahoma.**

HOSA CREED

I BELIEVE in the Health Care profession.

I BELIEVE in the profession for which I am being trained; and in the opportunities which my training offers.

I BELIEVE in education.

I BELIEVE that through education I will be able to make the greatest use of my skills, knowledge, and experience in order to become a contributing member of the health care team and of my community.

I BELIEVE in myself.

I BELIEVE that by using the knowledge and skills of my profession I will become more aware of myself. Through fulfilling these goals I will become a more responsible citizen.

I BELIEVE that each individual is important in his or her own right; therefore, I will treat each person with respect and love. To this end, I dedicate my training, my skills and myself to serve others through HEALTH OCCUPATIONS STUDENTS OF AMERICA.

* **Adopted by the House of Delegates at the Third National HOSA Conference held July 8-12, 1980 at Asheville, North Carolina.**

Legal Authority

The Florida Association, HOSA operates pursuant to federal and state laws which recognize the need for HOSA activities to be visible components of vocational education programs in health occupations education. The following statements are direct quotations from the Federal Register and the Florida State Board of Education Administrative Rules.

Federal — Federal Register, Vol. 40, No. 38 - Tuesday, February 25, 1975:

(i) Vocational Youth Organizations. The program of instruction may include activities of vocational youth organizations which are an integral part of vocational instruction offered and which are supervised by vocational education personnel. (20 U.S.C. 1262. (a)

Federal Register, Vol. 42, No. 191, states that:
". . . a state may use funds under its basic grant to support activities of vocational education student organizations which are...an integral part of the vocational instruction offered (PL 94-482, PART "B").

State — State Board of Education Rule - 6A-6.65(8) Instructional components of vocational education. The comprehensive vocational education program shall be offered in components organized as follows:
(8) To provide activities for students in vocational student organizations as an integral part of the instruction offered...

Structure

The State of Florida is divided into five HOSA regions with some regions being subdivided (see Appendix B). Meetings are held within each region to permit a maximum number of HOSA members to participate in the entire spectrum of organizational activities. Interaction among students from more than one school is encouraged.

A Charter may be issued to each secondary or post-secondary health occupations education teacher/program. It there is more than one program in a school, each program can have a Charter. Each Chapter is identified by its name.

As shown in Figure 1, HOSA members elect officers of the chapter. Chapter members elect Regional officers, chapter delegates elect state officers and, state delegates elect national officers.

State officers, regional officers and chapter delegates comprise the official voting delegation at the Annual State Leadership Development Conference. This voting delegation makes decisions effecting the operation of the Florida Association, HOSA, and elects state officers as well as delegates to represent Florida at the Annual National HOSA Conference.

Board of Directors

As set forth in Article VIII of the Florida Association, HOSA Bylaws, state officers, members at large, Regional Unit Advisors, a representative of the Florida Medical Association Auxiliary, the HOSA State Advisor and the Director of Health and Public Service Education serve on the Florida Association, HOSA Board of Directors. The Regional Program Specialists serve as ex-officio members. Based on information from all Florida chapters and input from the national HOSA organization, the Florida Association, HOSA Board of Directors amend bylaws as needed. and assume responsibility for directing the activities of the state association, HOSA.

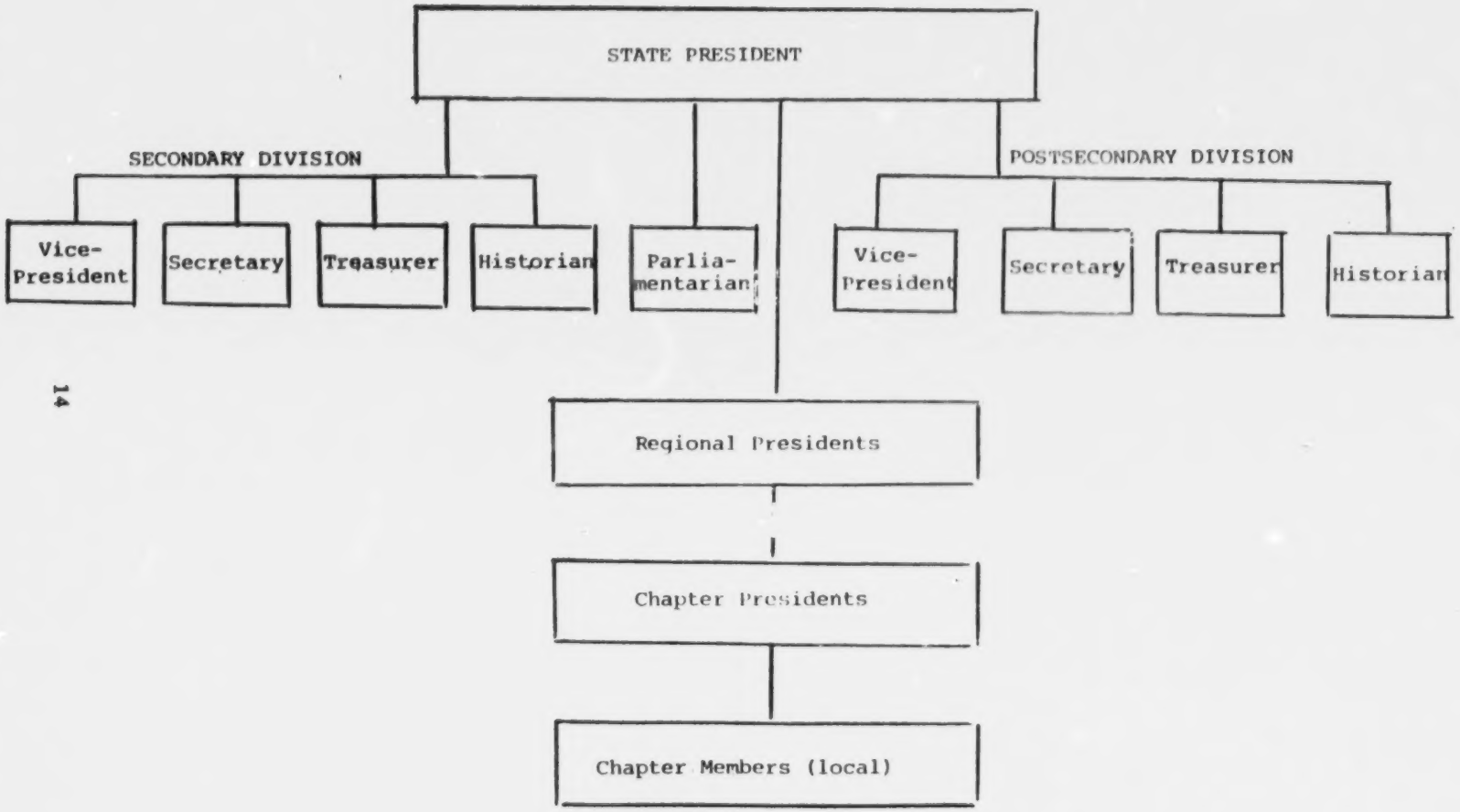
As seen in Figure 2, the final responsibility for organization, development and programming of the Florida Association, HOSA rests with the office of the Director, Health and Public Service Education. The HOSA State Advisor is responsible to the State Director for the effective operation of the Florida Association, HOSA.

The Department of Education Regional Program Specialists for Health and Public Service Education provide technical assistance to the chapter advisors and regional unit advisors. In addition, the regional program specialists provide direction and coordination for the Regional Leadership Development Conference.

FLORIDA CHAPTER

HEALTH OCCUPATIONS STUDENTS OF AMERICA

STUDENT DIVISION



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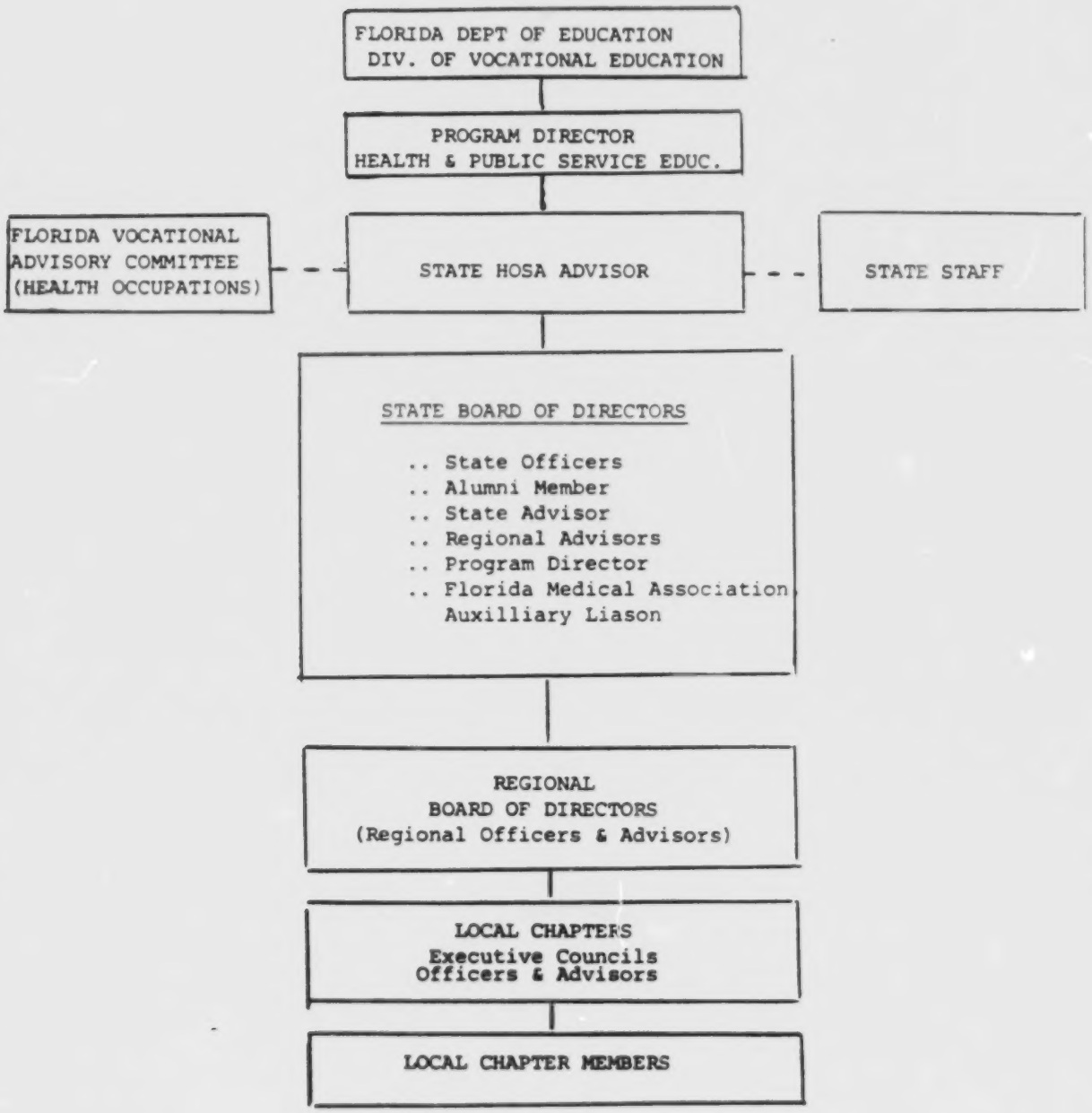
FLORIDA CHAPTER

HEALTH OCCUPATIONS STUDENTS OF AMERICA

ORGANIZATION CHART



DRESS CODE

1. HOSA Uniform

The official HOSA uniform defined by National HOSA is:

For males -- navy blazer, navy or white slacks, white shirt, maroon tie and HOSA emblem on left breast pocket on blazer.

For females -- navy blazer, navy or white skirt or slacks, maroon accessory scarf (optional), white blouse and HOSA emblem on left breast pocket on blazer.

The official HOSA uniform items may be purchased from:

HOSA Supply Service
11722 Parklawn Drive
Rockville, Maryland 20852

For chapter, regional unit and state conferences, it is strongly recommended that HOSA members wear appropriate business attire in HOSA colors, not necessarily the official HOSA uniform, because of the expense involved. HOSA colors may involve a white shirt or blouse accompanied by a maroon tie for males or a maroon scarf for females. The HOSA patch may be placed on the blazer, if desired. The main objective of wearing HOSA colors at meetings is to present a nice appearance for HOSA and to help improve the members' self-image.

At the HOSA national conferences, the official HOSA uniform is recommended for all business sessions and some competitive events. A navy blue blazer with the HOSA patch and appropriate skirt or pants are recommended. Also, a maroon accessory may be worn.

2. *Business Attire

3. Professional Attire

* See National guidelines

CHAPTER II

THE HOSA CHAPTER ADVISOR

CHAPTER II

THE HOSA CHAPTER ADVISOR

Role of the HOSA Chapter Advisor

Much of the success of Florida HOSA depends upon tions;

evaluating effectiveness of activities;

serving as a resource; and

assuring that the HOSA activities are an integral part of the health occupations education program.

The following is a list of some of the major responsibilities of the HOSA advisor at the chapter, regional state and national levels.

Chapter Advisor Responsibilities - Chapter Activities

The Chapter Advisor responsibilities regarding the program unit and school chapter are to:

evaluating effectiveness of activities;

serving as a resource; and

assuring that the HOSA activities are an integral part of the health occupations education program.

The following is a list of some of the major responsibilities of the HOSA advisor at the chapter, regional state and national levels.

Chapter Advisor Responsibilities - Chapter Activities

The Chapter Advisor responsibilities regarding the program unit and school chapter are to:

1. Provide time for meetings and activities within the classroom schedule as much as possible.
2. Communicate effectively with the regional advisor.
3. Assist chapter members to contact community opportunities and/or resources when appropriate.
4. Provide guidance to members in establishing goals and objectives to be met by chapter.

5. Attend chapter meetings and assist chapter officers in effective group interactions.

6. Assist members in preparation and completion of projects.

7. Assist students in obtaining appropriate approval when necessary for organization activities.

8. Assist officers in leadership training to encourage more effective organization activities.

9. Provide incentives to encourage volunteer membership participation.

10. Assist members in preparing for officer elections.

11. Encourage students to participate in and assist students with the evaluation process.

12. Furnish supportive materials for members when appropriate, i.e., fund raising rules and regulations, proper forms, HOSA calendar, state bylaws and officer responsibilities.

13. Share communication from all levels (national, state, regional, chapter) with members.

14. Provide information regarding chapter activities to Principal or Administrative Director.

15. Discuss all current local school, county or state rules and regulations which may affect HOSA activities, i.e., travel, fund raising, chaperone.

16. Provide recognition for members/organization on local level via announcements, letters of recognition, awards and news articles.

17. Share ideas, triumphs, and problems with other advisors.

18. Edit news articles and submit to regional advisor for inclusion in HOEAF and FVA publications and HOSA newsletter.

19. Assist officers with effective communications between program units.

20. Advise members of HOSA uniform code.

21. Monitor accuracy of treasurer's record and secretary's minutes of meetings.

22. Assist students in public relations of organization through displays, news, community projects, scrapbook.

23. Assist students in preparing for competitive events.

24. Submit all forms by deadline dates.

Chapter Advisor Responsibilities - Regional HOSA Leadership Development Conference

The chapter advisor assists in developing the program for the regional conference in cooperation with chapter advisors, regional advisors, conference chairperson and regional consultants. The state advisor is available for consultation and should be informed of regional activities.

Advisor responsibilities regarding the regional conference are to:

1. Provide a copy of chapter membership roster and officers to regional advisor, regional consultant and state advisor.

2. Check school board policy for out of county travel well in advance of trip.

3. Inform the students regarding the regional conference and planning meeting.

4. Guide and direct students in planning the regional conference.

5. Encourage students to run for regional offices or compete in competitive events.

6. Review competitive events and officers handbook for qualification of officer candidates.

7. Review parliamentary procedure and administer the qualifying exam for officer candidates.

8. Complete endorsement of officer candidate form (Fall).

9. Complete competitive event form (Spring).

10. Submit registration form to regional advisor by designated date.

11. Discuss dress code.

12. Discuss code of conduct (refer to appendix).

13. Obtain student and parent signature on Code of Conduct form.

14. Complete appropriate field trip forms.

15. Arrange for travel to and from conference.

16. Provide appropriate chaperonage.

17. Obtain student and parent signature on Code of Conduct form, Medical Release form, Personal Liability form (see appendix).

18. Submit completed evaluation form at the conclusion of the conference.

Chapter Advisor Responsibilities - Annual State HOSA Leadership Development Conference

The chapter advisor assists in developing the program for the state conference in cooperation with regional advisors, conference chairperson and state advisor.

The chapter/unit advisor responsibilities regarding the state conference are to:

1. Check school board policy for out of county travel well in advance of the trip.

2. Inform the students regarding the state conference.

3. Encourage students to participate in the planning meeting especially host region officers.

4. Encourage students to serve on committees.

5. Encourage students to run for office (see officers handbook for qualification of officer candidate).

6. Discuss campaign rules for officer candidates.

7. Review parliamentary procedure and administer the qualifying exam for officer candidate(s).

8. Submit endorsement of officer candidate forms.

9. Submit endorsement form for national delegate.

10. Encourage regional competitive event winners to attend.

11. Submit Competitive Event Official Entry Form.

12. Submit Conference Registration Form by designated date.

13. Submit Hotel Reservation Form by designated date.

14. Discuss dress code (refer to official HOSA uniform).

15. Discuss code of conduct.

16. Obtain student and parent signatures on Code of Conduct Form, Medical Release Form, Personal Liability Form.

17. Complete appropriate field trip forms.

18. Advise students to carry HOSA membership card for identification.

19. Assist delegate in completing Roll Call Report.

20. Encourage regional competitive event winners to enter the state competitive events.

21. Encourage students to observe competitive events that are available.

22. Encourage students to attend board meetings.

23. Arrange for travel to and from conference.

24. Provide appropriate chaperonage for HOSA members to, during and from conference (according to school board policy).

25. Submit completed evaluation form at the conclusion of the conference.

Chapter Advisor Responsibilities - National HOSA Leadership Development Conference

A unique opportunity is available for students to attend the National HOSA Conference each year. The chapter advisor responsibilities are to:

1. Review school board policy for out of county travel.
2. Inform students and parents regarding the national conference.
3. Encourage state competitive event winners, officers and delegates to attend.
4. Complete Competitive Event Form.
5. Encourage students to run for a national HOSA office and complete appropriate endorsement forms (see official handbook).
6. Submit registration forms to State Advisor.
7. Submit hotel reservation forms to hotel.
8. Submit Code of Conduct Form to State Advisor.
9. Submit Medical Release/Personal Liability Form to State Advisor.
10. Seek available funding.
11. Obtain all appropriate signatures.
12. Complete appropriate field trip forms.
13. Encourage students to observe competitive events that are available.
14. Encourage students to attend state delegation and business sessions.
15. Attend committee meetings as assigned or as available.
16. Arrange for students to travel to and from conference.
17. Provide appropriate chaperonage for HOSA members to, during and from conference (according to school board policy).
18. Submit completed evaluation form at the conclusion of the conference.

CHAPTER III

THE REGIONAL ADVISOR

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THE REGIONAL ADVISOR

An important person in the structure of HOSA is the Regional Advisor. Each year a teacher/advisor is appointed by the Director of H&PSE to assume the responsibilities of the Regional Advisor.

Regional Advisor Responsibilities - Regional Conference

The Regional Advisor assists the Regional Program Specialists with the regional activities. The Regional Advisor responsibilities are to:

1. Serve as a resource person for the region.
2. Prepare the regional activity calendar for each year.
3. Serve on the Florida Association, HOSA, Board of Directors.
4. Serve as leader/coordinator for the Fall and Spring planning meetings and leadership development conferences. See "Guidelines for Planning Florida Association, HOSA Leadership Conferences".
5. Disseminate information concerning the planning meetings and conferences (i.e., dates, minutes, etc.).
6. Receive a copy of the chapter membership roster and officers from the chapter advisors.
7. Obtain Parliamentary Procedure Qualifying Examination for Officer Candidates from the state advisor.
8. Receive Endorsement of Candidate Form, the examination and score of the officer candidate from the chapter advisor.
9. Validate officer entry forms for officer candidates and competitive event contestants for participation at regional conference.
10. Guide and direct overall committee chairpersons.
11. Obtain appreciation and competitive certificates from the state advisor or regional program specialist.
12. Assist the overall competitive event chairperson with selection of judges.

13. Assist the Regional Treasurer with the regional budget, finances and report.

14. Submit a summarized evaluation of the regional conference to chapter advisors (in the region) and state advisors.

15. Keep the state advisor informed of all regional activities.

16. Encourage the Regional Historian to contact local radio, TV and newspapers concerning publicity for regional activities.

17. Coordinate regional fund raising or other activities.

18. Send a list of regional winners to state advisors.

Regional Advisor Responsibilities - Annual State HOSA Leadership Development Conference

The responsibilities of the Regional Advisor regarding the Annual State HOSA Leadership Development Conference are to:

1. Serve as a resource person for the region.

2. Serve on the Florida Association, HOSA, Board of Directors.

3. Serve on the state planning committee for annual HOSA leadership conference.

4. Select committees that the regional will be specifically responsible for at state conference.

5. Submit names of chapter advisors who volunteer for specific committees to the state advisor by a designated date.

6. Remind chapter advisors to submit Competitive Event Forms to State Advisor by designated date.

7. Advise and encourage students to run for state officers, national delegates and national officers.

8. Receive completed forms for state officers, candidates and national delegate candidates from chapter advisor.

9. Disseminate information to chapter advisors in the region concerning plans for state conference.

10. Encourage Regional Historian to contact local radio, TV and newspapers concerning publicity for regional participation in the Annual State Leadership Development Conference

CHAPTER IV

ORGANIZING A SCHOOL CHAPTER

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ORGANIZING A SCHOOL CHAPTER

School Chapter Defined

In schools with more than one health occupations education teacher, the responsibilities of the advisor for the chapter operation may be shared.

Refer to Article V, Section 7 of the Hosa Bylaws. When more than one health occupations education program exists in a school, it is possible to have a HOSA chapter for each program. Having each program involved in HOSA, organized with officers and committees, creates a greater number of opportunities for students to participate in the Florida Association, HOSA activities.

Because of the intracurricular nature of the Florida Association, HOSA, the majority of the organizations activities will take place in the program classroom during regularly scheduled class time. The degree of participation in Florida Association, HOSA activities at other times and places becomes the option of the individual student and advisor.

Steps For a Successful HOSA Chapter

A HOSA chapter has many responsibilities in order to climb the steps to becoming a successful chapter. Each chapter should:

1. Contact the regional advisor to obtain organizational materials.

2. Become familiar with current HOSA bylaws (Appendix A), Chapter and Officer Handbooks, Guides to Parliamentary Procedures, HOSA brochure, competitive events and the guidelines for planning the regional and state conferences.

3. Discuss the need for HOSA organization with the principal of the school and other appropriate officials (see Appendix D), for sample letter to administrator.

4. Stimulate interest of all students and share materials with them.

5. Hold an organizational meeting involving all students. Select a temporary chairman, recorder, and committee to write chapter bylaws during this organizational phase.

Chapter bylaws should be reviewed each year, revised as necessary, and adopted annually. Students writing and amending the rules which will govern their organizational activities will learn a great deal about citizenship and responsibility as well as writing bylaws with appropriate content.

The only restriction in rewriting is that the school chapter bylaws may not contain provisions that conflict with the state and national bylaws (see Appendix A).

The advisor serves as parliamentarian until replaced by the appointed parliamentarian.

6. Conduct a campaign for election of officers.

   Immediately before nominations, the duties and responsibilities of each office and qualifications of students should be reviewed by the members. These are described in the officers handbook. Members should discuss qualifications they consider important for each office rather than the personalities of potential candidates.

7. Hold a constitutional meeting to adopt chapter bylaws and elect officers.

8. Plan an Installation Ceremony for new officers so the newly elected officers can assume their respective functions immediately after elections are completed and serve for the remainder of the school year. (See officers handbook appendices for Installation Ceremony).

9. Provide leadership training for officers and committee chairpersons (see Officer and Parliamentary Procedure Handbooks).

   All Florida Association, HOSA chapter meetings should be conducted following ROBERT'S RULES OF ORDER, NEWLY REVISED (see Teacher's Guide on Parliamentary Procedure). ROBERT'S RULES OF ORDER, NEWLY REVISED provides an opportunity for the student to become proficient in parliamentary procedure and develop skill and confidence in effective group interaction. The teacher/advisor should seek the help and support of qualified parliamentarians to assist the chapters. The Florida Association of Registered Parliamentarians has members who will work with advisors in the school district. The HOSA state advisor provides a list of registered parliamentarians each year. Workshops in parliamentary procedure may be made available to chapter advisors and students.

Standing committees for necessary to carry out the objectives and requirements of the bylaws should be appointed by the president of the chapter. Standing committees should include continuing functions such as membership, finance, program, and public relations. Each committee should prepare a plan of action keyed to the program of work for the chapter.

Supplementary task forces (ad hoc committees) may be appointed for special projects or be given brief, specific assignments within the larger plan. A number of task forces appointed for specific purposes will create more opportunities for different students to contribute to the organization.

10. Submit application and membership forms to the Florida Association, HOSA and national organization by designated date. Copies should be sent to: Regional Advisor and Regional Program Specialist, H&PSE. As stated in the Florida Association, HOSA Bylaws, any school that offers health occupations education programs may affiliate with Florida Association, HOSA, and national HOSA. Submit application for affiliation as a local chapter with the state organizations when:

    a. chapter bylaws have been adopted - forward to state.

    b. officers have been elected.

    c. no provision of the local chapter bylaws is in conflict with the Florida Association, HOSA Charter or Bylaws or National Bylaws.

    d. planned activities are in harmony with the ideals and purposes of the Florida Association, HOSA.

11. Submit chapter membership list and state and national monetary assessment by designated date to state advisor and national office with copies to Regional Advisor.

    The official categories of membership are defined in Article III of the HOSA Bylaws. Because of the intracurricular nature of vocational student organizations, high school and post-secondary students who are enrolled in health occupations education programs are expected to participate in the Florida Association, HOSA activities.

    Each member will receive a membership card from national HOSA and a HOSA emblem pin from the State Advisor.

12. Gifts and Contributions - Individual school chapters may accept gifts according to the policies established by the school board Florida Association, HOSA may accept gifts, grants and special awards for use in furthering the objectives of the association.

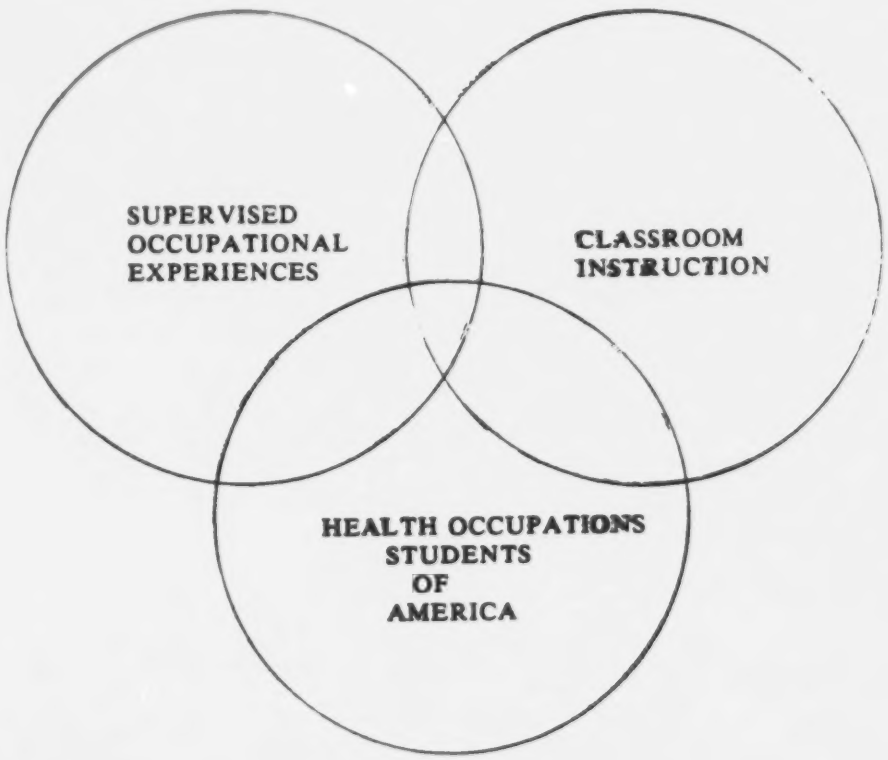
13. Affiliation fees for students who enrolled after January 1 must be received by National HOSA on or before March 1 of that same year.

CHAPTER V

FLORIDA ASSOCIATION, HOSA ACTIVITIES

PLANNING CHAPTER ACTIVITIES TO BE AN INTEGRAL PART OF THE CURRICULUM

The statement "HOSA is an integral part of the health occupations education program" is frequently used. Being an integral part means that HOSA is a tool of instruction which reinforces, through activities, what the student learns in the classroom and/or on the job. Integrated chapter activities improve the effectiveness of every health occupations education program and helps students become more employable. HOSA, classroom instruction, and/or supervised occupational experiences are components in the total health occupations education program and should be directly related to each other.



The advisor should consider the time block that can reasonably be allocated to school and community projects, including fund-raising activities. Dates and approval for these activities must be scheduled according to the accepted policy for the individual school. This should be included in the pre-planning activities prior to the opening of school.

An important consideration in planning student activities is the need for support from the health care community. The advisor plays a major role in soliciting this support.

Program of Work

A program of work may be useful in implementing student activities.

Florida Association, HOSA Program of Work

1) Rationale of the activity	How will the activity promote the purposes of Florida Association, HOSA? How will it help the member?
2) Objectives of the activity	What is the activity planned to accomplish? What will members know or be able to do as an outcome of the activity?
3) Plan of action	Who is responsible for what? When and where will who do what? Are resources available? How will you tell if the plan is working? When will the checks on progress be made? By whom?
4) Implementation Check out specific assignments Check points for evaluation of progress Adjust plan	Are members doing as they agreed? Is work done on time? Would a few changes make the plan better?
5) Evaluation of plan Results Effectiveness of activity Recommendations	What happened? Were the resources adequate? Were the objectives met? Who benefited? Would you recommend that another chapter try the activity? How would you change the plan if you were going to do it again?

Fund Raising

Refer to local school teachers handbook and county guidelines for policies and procedures (see Appendix F for fund-raising ideas).

Budget

The proposed budget should be prepared at the end of the school year by the treasurer. See Officers Handbook and Appendix for budget forms.

Joint Projects

When there are several chapters within the county, county-wide activities may be held for a variety of occasions. For example, an awards banquet of members from all or several chapters in the county may be more impressive than a separate chapter function. Leadership training and activities involving health care personnel and institutions may be planned on a county-wide basis to make utilization of community resources effective (see Appendix G).

Publicity and Public Relations

Publicity is good public relations for the chapter. Each chapter should take advantage of all available resources for publicity (see Appendix H).

CHAPTER VI

AWARDS

A HOSA Program which meets the stated objectives in the bylaws rewards members, advisors, the school and the community for their contributions.

Award Categories

1) Individual Student

Recognition of each member's progress toward his/her own goals should come from his/her peers.

Awards such as certificates of merit, academic letters, shoulder patches or pins bearing the logo of the organization may be considered.

2) Community Involvement

Formal recognition should be given to those persons and institutions in the community who provide support and assistance in implementing the organization's activities.

A special chapter meeting might be devoted to formal recognition of the people who have made community involvement possible. Student-produced certificates or other mementos may be presented.

3) Health Occupations Educators Association of Florida

The Health Occupations Educators Association of Florida (HOEAF) presents achievement awards (plaque and monetary) each year to an outstanding student in each of the following health occupations education programs in Florida.

- Secondary
- Vocational/Technical School
- Community College

The HOEAF is a division of the Florida Vocational Association. Members of HOEAF are appointed each year to serve on the Student Achievement Awards Committee. Information regarding the awards are mailed directly to each school from the chairperson of the committee and state advisor.

4) Florida Vocational Association, Health Occupations Students of America, Student of the Year Award

The Florida Vocational Association (FVA) provides a "plaque" for the "Outstanding HOSA Student" in the Florida Association, Health Occupations Students of America (HOSA) Organization. The award brings recognition to the student who receives it, and encourages others to strive for greater achievements in the future.

The Florida Association, HOSA Student of the Year is selected by a student awards committee appointed by the state advisor each year. The HOSA member must submit an application based upon specific criteria (see Competitive Events Handbook). Applications for eligible students should be provided by the HOSA chapter advisor making the nomination; however, additional information must be submitted by fellow classmates, guidance counselors, community leaders or clinical supervisors. A representative of FVA presents the award at the Annual Florida Association, HOSA Leadership Development Conference each year.

All nominations for the Outstanding HOSA Student of the Year must be sent to the state advisor by a deadline date. The state advisor shall forward the eligible applications to the Student Awards Selection Committee.

5) Florida Medical Association Auxiliary Scholarship Award

The Florida Medical Association Auxiliary Scholarship Award is awarded to an outstanding HOSA student enrolled in a health occupations education program. The award must be sent to the college in which the student is enrolled. If the HOSA member does not enter a health related program within a year, the scholarship shall be awarded to the second place winner.

6) American Heart Association Awards

The American Heart Association, Florida affiliate, Committee on Scientific and Health Related Careers, presents HOSA Service Monetary Awards to selected chapters throughout Florida on the basis of projects entered. The monetary awards are determined each year at the committee meetings.

All HOSA chapters interested in the annual HOSA competition sponsored by the American Heart Association should complete the application form (Appendix I) and forward to the local Heart Association by March 1. In order to qualify for the American Heart Association Award, it is necessary to engage in fund raising, community service, or educational projects that are related to the heart. (Examples - CPR instruction, blood pressure screening, blood drives, distribution of educational literature, etc.).

7) Recognition of Chapter Achievement

At the regional conferences the chapters are recognized and certificates may be presented by service and community organizations. As sponsors for special awards are identified, other activities and achievements shall be given formal recognition.

8) Florida HOSA Foundation, Inc. Scholarship

The Florida HOSA Foundation, Inc. was founded with the primary purpose of providing scholarships to HOSA students so that they may continue their educational studies in pursuit of a health career. See Appendix O for guidelines.

9) Broyhill Leadership Camp Scholarship

The Broyhill Leadership Camp Scholarship is awarded to State officers. The scholarship allows officers an opportunity to participate in a week long leadership development camp. Contact State Advisor for information. Participation is mot limited to state officers, any HOSA member can attend by paying their own way.

10) Chapter/Regional/State HOSA Yearbook

A record of Florida Association, HOSA's activities, highlighting the major events, is traditionally the responsibility of the historian. Outstanding achievements of individuals and teams should be recorded and displayed in the program unit, chapter and/or state HOSA yearbook.

Ribbons (rosettes), certificates and medallions make ideal awards because they can be preserved in yearbooks. In addition, pictures, articles, copies of chapter, regional and state programs, newsletters, newspaper clippings and other items may be utilized to prepare the yearbook.

Potential Contributors for Awards

The potential for receiving contributions for awards is unlimited. HOSA chapters should look into possibilities by contacting resources such as auxiliaries, professional organizations and businesses in the community.

APPENDIX A

FLORIDA ASSOCIATION, HOSA

BYLAWS

- Insert current HOSA Bylaws

Adopted November 5, 1977
Revised March 22, 1979
Revised July 1, 1979
Revised February 7, 1980
Revised December 12, 1980
Revised December 9, 1982
Revised June, 1985
Revised April 20, 1986
Revised December 12, 1986
Revised May 4, 1987
Revised December 11, 1987

BYLAWS
FLORIDA ASSOCIATION, HEALTH OCCUPATIONS STUDENTS OF AMERICA

ARTICLE I.

Name

The Florida health occupations education students' organization shall be the Florida Association, Health Occupations Students of America (HOSA).

ARTICLE II.

Purposes

Section 1. Provide programs and activities which will develop:
- A. Physical, mental and social well-being of the individual.
- B. Leadership, character and citizenship
- C. Ethical practices and respect for the dignity of work

Section 2. Foster self-actualization of each member which will contribute to meeting the individual's psychological, social and economic needs.

Section 3. Build the confidence of students in themselves and their work by learning to assume responsibilities, developing personal and occupational competencies and social skills which lead to realistic choices of careers and successful employment in the field of health.

Section 4. Promote inter-organizational relationships with professional groups, businesses, industries and other student organizations.

Section 5. Recognize achievements of the Florida Association, HOSA members at the individual, Chapter, Regional, State, or National levels.

Section 6. Promote involvement in current health care issues, environmental concerns and survival needs of the community, the nation and the world.

Section 7. Assist each member in establishing realistic career goals.

Section 8. Assist each Chapter in meeting the objectives of the organization.

ARTICLE III.

Membership

Section 1. The total eligible members of the chartered local health occupations education student Chapters shall comprise the membership of the Florida Association.

Section 2. Membership in a local Chapter shall be open to students regardless of age, race, sex, color, national origin or religious beliefs.

Section 3. Classes of membership:

A. Active Member - The Secondary Division shall be composed of secondary students who are or have been enrolled in a vocational Health Occupations Education program or an organized pre-vocational Health Occupations Education program. The Postsecondary Division shall be composed of students enrolled in Health Occupations Education classes at less than baccalaureate level. The Collegiate Division shall be composed of students enrolled in health profession programs in pursuit of baccalaureate or graduate degrees. The Active Member may vote, hold elective office or enter the competitive events.

B. Alumni Member - A Former Active Member who no longer meets the criteria for active membership may become an alumni member. The Alumni Member shall not be able to vote, hold elective office, or enter the competitive events. The Alumni (1) who is appointed to the State Board of Directors shall have a vote at Board meetings.

C. Associate Member - A student, who presents evidence of serious interest in pursuing a health career, but who is not enrolled in a health occupations education program may become an Associate Member. The Associate Member shall not be eligible to vote, hold elective office, or enter the competitive events.

D. Professional Member - A person participating in the professional development of the Florida Association, HOSA is eligible to join as a Professional Member. Such membership includes, but need not be limited to, HOE Advisors, Teacher Educators, Department of Education Health and Public Service staff, and practitioners in the health field. The Professional Member shall pay dues as established by the chapter, state and national organizations but shall not be eligible to vote, hold elective office, or enter the competitive events. A Professional Member appointed to the State Board of Directors shall have a vote at Board meetings.

E. Honorary Member - An individual who has made significant contributions to the Florida Association, HOSA may be elected by the Board of Directors by a 2/3 vote to become an Honorary Member. The Honorary Member shall not be eligible to vote, hold elective office, or enter the competitive events.

ARTICLE IV.

Finances

Section 1. The Chapter monetary assessment shall be determined by the Chapter consistent with State Board of Education Rules.

Section 2. Each Chapter shall have autonomy in its fiscal affairs except that: 1) The Chapter is responsible for the state and national associations monetary assessments. 2) The Chapter shall submit to the Florida Association, HOSA State Advisor, Health and Public Service Education, Department of Education, by November 1 an amount of funds equal to the Chapter monetary assessment.

Section 3. All Florida Association, HOSA funds shall be disbursed by check, consistent with the policies of the Department of Education.

ARTICLE V.

Organization

Section 1. The Department of Education will sponsor and support the Florida Association, Health Occupations Students of America as an integral part of the high school or post-secondary health occupations education programs as defined by the State Board of Education Rule - 6A - 6.65(8).

Section 2. The Florida Association, HOSA is an organization of affiliated Chapters, each operating in accordance with the charter granted by the Florida Association, HOSA. Each Chapter is responsible for operational activities within the Chapter.

Section 3. The Florida Association, HOSA shall be divided into geographic regions. Each geographic region, hereinafter referred to as a Regional Unit, shall be responsible for operational activities within that Regional Unit.

Section 4. The Regional Unit shall be designated by the Florida Association, HOSA, Board of Directors and shall not be smaller than a school district.

Section 5. The Florida Association, HOSA shall be governed by the Board of Directors.

Section 6. The organization of the Florida Association, HOSA will be compatible with that of the National Organization, Health Occupations Students of America.

Section 7. Charters to Chapters:

A. A secondary Charter may be issued to each secondary health occupations education teacher/program or to the school.
B. When more than one secondary Chapter exists in a school, the Chapters shall be referred to by school and program name, e.g., Outstanding High School, Health Service Aide Chapter.
C. A post-secondary Charter may be issued to each post-secondary health occupations education teacher/program or to the school.
D. A school may apply for affiliation as a Chapter with the Florida Association, HOSA using prescribed forms when:
   (1) Chapter Bylaws have been adopted
   (2) No provision of the Chapter Bylaws is in conflict with the Florida Association, HOSA Bylaws
   (3) Chapter Officers (President, Vice-President, Secretary, Treasurer, and Historian) have been elected
   (4) Planned Chapter activities are in harmony with ideals and purposes of Florida Association, HOSA
   (5) Application for Charter is made to the Florida Association, HOSA, State Advisor, Health and Public Service Education, Florida Department of Education.
E. One permanent Charter will be issued to each Chapter by the Florida Association, HOSA as approved by the Board of Directors under the auspices of the Department of Education.

Section 8. Chapters may write bylaws, elect officers, and collect funds necessary for Chapter operation.

ARTICLE VI.

Regional Unit Officers

Section 1. The Regional Unit Officers shall be a President, Vice-President, Secretary, Treasurer, and Historian. A Parliamentarian may be appointed by the Regional President in consultation with the Regional Advisor and the Regional Consultant.

Section 2. Each Active Chapter may endorse only one Active FBLA member as a Candidate for each Regional Office. The Officer Candidate shall attend the Regional Leadership Development Conference at which elections are held to seek election as a Regional Officer.

Section 3. Candidates for Regional Unit Office shall be eligible for office when they:

A. are Active Members
B. are endorsed by the Chapter, Chapter Advisor, school principal and parent if enrolled in a secondary program
C. are endorsed by the Chapter and Chapter Advisor if enrolled in a post-secondary program
D. satisfactorily pass a Parliamentary Procedure Qualifying Examination according to policies adopted by the Board of Directors under the auspices of the Florida Department of Education
E. submit an Endorsement of Candidate Form to the Regional Advisor with a copy to the State Advisor
F. are elected by ballot at the Regional Unit Fall Conference. A plurality shall elect. The term of office shall begin immediately after election and continue through the end of the membership year in which elected.

Section 4. Each Regional Unit President may appoint a qualified Parliamentarian to assist the appointed Regional Unit Parliamentarian in conducting business.

Section 5. Vacancies:

A. A vacancy in the office of Regional Unit President shall be filled by the Regional Unit Vice-President.
B. A vacancy in a Regional Unit Office other than the President shall be filled by appointment made by the Regional Unit President in consultation with the Regional Unit Advisor and Regional Consultant. The member appointed shall meet the same criteria as candidates for election to a Regional Unit Office.

Section 6. A Member may hold office as a Chapter Officer, Regional Unit Officer, State Officer or National Officer concurrently during the same term of office.

ARTICLE VII.

State Officers

Section 1. The State Officers shall consist of the following nine officers:

President (either secondary or postsecondary)

Vice-President, secondary	Vice-President, postsecondary
Secretary, secondary	Secretary, postsecondary
Treasurer, secondary	Treasurer, postsecondary
Historian, secondary	Historian, postsecondary

Parliamentarian (either secondary or postsecondary)

Section 2. The State Officer candidates shall meet the same criteria as the Regional Unit Officers as stated in Article VI, Section 3: A, B, C, D, and E.

Section 3. Each Active Chapter may endorse only one Active HOSA member as a candidate for each State Office. The officer candidate shall attend the Annual State HOSA Leadership Development Conference to seek election as a State Officer. Any active member is eligible to seek election as a State Officer.

Section 4. State Officers shall be elected by ballot at the Annual State Leadership Development Conference. Members elected to a state office may extend their active membership for the term of office. In the event of a tie vote, the scores of the interview committee will be used to break the tie.

Section 5. A plurality shall elect. The term of office for State Officers shall begin at the end of the State Conference at which they were elected and continue to the end of the State Conference the following year.

Section 6. Vacancies:

A. A vacancy in the office of the President shall be filled by the State Vice-President.
B. A vacancy in a State Office other than the President may be filled by appointment made by the State President in consultation with the State Advisor. The member appointed shall meet the same criteria as candidates for election to a State Office.

ARTICLE VIII.

Board of Directors

Section 1. The Board of Directors of the Florida Association, HOSA shall consist of the Regional Unit Advisors appointed by the Program Director; the State Officers; an Alumni Member; a representative of the Florida Medical Association Auxiliary; the Program Director, Health and Public Service Education and the State Advisor.

Section 2. The Board of Directors shall:

A. Perform duties as specified in these Bylaws and Policies as may be adopted by the Board.
B. Recommend to the State President creation of such committees, standing or special, as may be deemed appropriate to meet the goals of the Florida Association, HOSA.
C. Ratify chairmen and committee members appointed by the State President. The State President shall be an ex-officio member of all committees appointed by the Board.
D. Amend the Bylaws and take other actions necessary to implement the purposes of Florida Association, HOSA.
E. Establish the date on which the Chapter monetary assessment shall be delinquent and the subsequent penalty.

Section 3. Meetings:

A. The Board of Directors shall meet at least twice each year at the call of the State Advisor in consultation with the State President and Regional Advisors.
B. Special meetings of the Board of Directors may be called when requested by five members of the Board but not less than ten (10) days prior to the meeting.
C. The State President shall preside at meetings of the Board of Directors.
D. The Board may conduct business by correspondence or telephone.

ARTICLE IX.

Meetings/Conferences

Section 1. Chapter meetings shall be scheduled by the Chapters.

Section 2. There shall be at least one Regional Unit Leadership Development Conference in each geographic region each year.

A. The majority of the Chapter members registered at the conference shall constitute a quorum.
B. Plurality shall determine voting decisions.

Section 3. There shall be an Annual State Leadership Development Conference with the location and date established by the Board of Directors.

A. Those eligible to attend the Annual State Leadership Development Conference shall be: two (2) delegates from each Chapter; Chapter Advisors; Regional Officers; the first, second, and third place winners of each competitive event from the Regional Conferences; State Officers; National Delegate Candidates; State Officer Candidates; students with assigned specific responsibilities; Regional Consultants, Health and Public Service Education; Supervisors, Health Occupations Education; State Advisor, HOSA; Director, Health and Public Service Education; participants and invited guests.
B. Assistance in planning and implementation of the State Conference shall be provided by the: Board of Directors; HOSA members; Chapter Advisors; Regional Consultants, Health and Public Service Education; Supervisors, Health Occupations Education; and the State Advisor, HOSA.
C. The voting delegation at the Annual State Leadership Conference shall consist of the two (2) delegates from each Chapter, the Regional Unit Officers, and the State Officers.
D. The majority of the voting delegation registered at the conference shall constitute a quorum.
E. Plurality shall determine voting decisions.
F. A copy of the minutes of all meeting and conferences shall be submitted to the State Advisor within three weeks.

Section 4. Florida HOSA members shall participate in the HOSA National Conference each year.

A. Candidate for National Delegate and for National Office shall meet the same criteria as the Regional Unit and State Offices as stated in Article VI, Section 3., A,B,C,D, and E.
B. The official delegates and alternates to the Annual National HOSA Leadership Development Conference shall be elected at the State Conference.
C. Each Active Chapter may endorse one HOSA Active Member to seek election as a National Delegate. The candidate shall attend the Annual State Leadership Development Conference to seek election as a National Delegate.

ARTICLE X

Fiscal Year

Section 1. The fiscal year of the Florida Association, HOSA shall be September 1 through August 31.

Section 2. The Director, Health and Public Service Education, Department of Education is responsible for all accounting records for the Florida Association, HOSA and for the proper handling and disbursement of State Association, HOSA funds.

Section 3. Books and records of the Florida Association, HOSA may be reviewed at any reasonable time.

Section 4. The Florida Association, HOSA account will be audited at the end of the fiscal year by the office of the Comptroller of the Florida Department of Education.

ARTICLE XI.

Communications Between Components

Section 1. Each Chapter shall submit each year the following information to the Florida Association, HOSA, State Advisor, Health and Public Service Education, Department of Education:

A. A list of members in each category of membership and the Chapter monetary assessment by November 1.
B. A list of elected program unit officers and Chapter Officers by November 1.
C. A report of any amendments to the Chapter Bylaws within thirty (30) days following such Chapter action.

Section 2. Notice of each Regional Unit meeting and Leadership Development Conference shall be sent to each Chapter within the geographic region at least thirty (30) days prior to the meeting.

Section 3. The Office of the Program Director, Health and Public Service Education, Department of Education, shall publish a Florida Association, HOSA NEWSLETTER for distribution to all Chapters.

ARTICLE XII.

Parliamentary Authority

Section a. The rules contained in ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the Florida Association, HOSA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the association may adopt.

ARTICLE XIII.

Amendment of Bylaws

Section 1. These Bylaws may be amended by a two-thirds vote on the Board of Directors, provided that the proposed amendment(s) has been submitted in writing to each Chapter at least thirty (30) days prior to consideration by the Board.

APPENDIX B

REGIONAL PROGRAM SPECIALISTS, H&PSE

H&PSE Regional Program Specialists

Dr. Mary Knight
Regional Program Specialist
Health and Public Service Education
Knott Building
Interoffice Mail - 1236-A Park Twenty West
Tallahassee, FL 32399
Telephone: suncom 278-1770 (904) 488-1770

Ms. Millie Pittet
Regional Program Specialist
Health and Public Service Education
Zora Neale Hurston State Office Building
Suite 602
400 West Robinson Street
Orlando, FL 32801
Telephone: suncom 344-6314 (407) 423-6314

Ms. Donna Hamill
Regional Program Specialist
Health and Public Service Education
Zora Neale Hurston State Office Building
Suite 602
400 West Robinson Street
Orlando, FL 32801
Telephone: suncom 344-6314 (407) 423-6314

Department of Education
Division of Vocational, Adult, and Community Education

Dr. Richard Ray, Director
Program and Staff Development Section
Division of Vocational, Adult, and
Community Education
Department of Education
Knott Building
Tallahassee, FL 32399
Telephone: suncom 278-0484 (904) 488-0484

Ms. Louise Davison, Program Director
Health and Public Service Education
Division of Vocational, Adult, and
Community Education
Department of Education
Knott Building
Tallahassee, FL 32399
Telephone: suncom 278-7019 (904) 488-7019
278-5451 488-5451
278-6927 488-6927

Ms. Myra A. Saley
HOSA State Advisor
Health and Public Service Education
Division of Vocational, Adult, and
Community Education
Department of Education
Knott Building
Tallahassee, FL 32399
Telephone: suncom 278-7019 (904) 488-7019
278-5451 488-5451
278-6917 488-6927

APPENDIX C

CHECK LIST FOR CHAPTER ADVISOR

Pre-Planning Period

Contact the regional HOSA advisor, or the state advisor DOE Regional Program Specialist, for HOSA update and the following materials:

1) Chapter Handbook
2) Officers Handbook and appendices
3) Parliamentary Procedure Handbook
4) Competitive Event Handbook
5) Blood Pressure Cards
6) Brochures
7) Guidelines For Planning the Annual HOSA State Leadership Development Conference

Contact appropriate school personnel for clarification of school policy regarding:

1) Handling money (assessments-expenses, etc.)
2) Activities calendar
3) Travel
4) Release of students from classes for HOSA activities
5) Fund-raising
6) Funding HOSA as part of curriculum

Become familiar with:

1) Florida Association, HOSA Bylaws
2) All HOSA handbooks
3) HOSA motto
4) HOSA creed
5) HOSA emblem
6) HOSA official uniform

1st Semester

_____ 1. HOSA orientation - stimulate interest

_____ 2. Introduce parliamentary procedure and state bylaws

_____ 3. Plan activities (program of work and publication; develop budget)

_____ 4. Parliamentary procedure - chapter bylaws

_____ 5. Officers handbooks - parliamentary procedure

_____ 6. Who's going to run for offices?

_____ 7. Campaign for office - speeches

_____ 8. Constitutional meeting - adopt chapter bylaws- election of officers

_____ 9. Installation of officers -

a. fill out forms
b. pass parliamentary test
c. pay monetary assessment

_____ 10. Conduct officer training workshops

_____ 11. Attend Fall regional planning meeting(s)

_____ 12. Plan and promote student participation in Fall regional meeting activities:

a. planning for regional officers
b. competitions
c. meeting(s)

_____ 13. Submit appropriate forms as directed

2nd Semester

_____ Become aware of student award certificates - order certificates for year end recognition

_____ Attend Spring regional planning meeting

_____ Plan and promote student participation in Spring regional activities

1. competition events
2. run for state office
3. attendance and meeting
4. file forms

_____ Continue leadership training

_____ Encourage publicity to foster public relations

_____ Promote fund-raising and community service projects

_____ Plan for state leadership conference

1. review conduct and dress codes
2. file forms
3. work regional contest winner to prepare for state competitions.

_____ Attend and participate in state leadership conferences

_____ Send additional membership forms by designated date.

_____ Promote fund-raising and community service projects

_____ Plan for national leadership conference (if applicable)

_____ Plan for end of year recognition

APPENDIX D

SAMPLE LETTER TO ADMINISTRATOR

August 19, 1988

, Principal
Holly High School
Avenue A
Western, FL 12345

Dear :

I would like to take this opportunity to inform you of the student organization specifically for the students enrolled in vocational health occupations education programs. The high school and post-secondary programs are eligible for membership.

The National Health Occupations Students of America (HOSA) is a vocational student organization officially organized during the Constitutional Convention in Arlington, Texas, November 11-13, 1976. The Florida Association, HOSA was chartered in 1977 to meet student needs primarily identified by teachers, principals and other administrators of vocational education. The teacher advisor sets the standards of performance for the chapter and determines the quality of the student's experience.

The primary purpose of HOSA is to serve the specific needs of students enrolled in vocational health occupations education programs. This is achieved by fostering programs and activities which develop leadership, character, citizenship, promote involvement in current health care issues, environmental concerns and survival needs of the community, state and nation. The association assists each member in establishing realistic career goals and has chapter, regional and state meetings scheduled with competitive events.

The State Board of Education Rules state that vocational student organizations are an integral part of the vocational curriculum. With this in mind, could we, with your approval, incorporate the organization, Florida Association, HOSA, into the health occupations education program for the school year 1988-89?

- continued -

Plans for this organization would include involving the students' parents as assistant advisors, allow students to participate in local, regional and state leadership development activities, write articles for the school newspapers, develop a brochure for distribution in the community and become involved with community projects. A variety of rewarding experiences will enable the students to develop healthy attitudes in their future roles as responsible adults.

May I meet with you, at your convenience, to discuss the organization?

Sincerely,

Chapter Advisor
HOSA

APPENDIX E

SUGGESTED ACTIVITIES

BLOOD PRESSURES

Activity Rationale

The purpose of taking blood pressures in the community is to serve the community, give the students practice with the skill of blood pressure determinations, and to raise money.

Activity Objectives

1. To serve the community
2. To raise money.
3. To become more proficient in blood pressure determination.
4. To develop good public relations.

Activities

1. Determine blood pressure for a minimal charge to the public.
2. Make and post in community, posters announcing the service.
3. Announce the time, place and name of activity and organization over area radio station.

Persons to Contact

1. Area flea market.
2. Area shopping center.
3. Area radio station.
4. School art department for help with posters.

HEALTH FAIR

Activity Rationale

Participating in a community's Health Fair provides students an unique opportunity to perform community service and to practice many of their skills. Students will get an opportunity to work along with other health professionals.

Activity Objectives

1. To serve the community
2. To assist health professionals
3. To improve interview skills
4. To improve techniques

Activities

1. Assist community organizers. (Hospitals, Colleges or Universities.
2. Interview Health Fair participants
3. Take blood pressures
4. Assist physicians
5. Assist nurses and technicians

Persons to Contact

1. Organizers connected with Health Department, Hospitals, Colleges or Universities depending upon community.

BLOOD DRIVES

Activity Rationale

The purpose of this activity is to help students become aware of the need for blood donations and to participate in the process. This activity allows the Health Occupations Education students an opportunity to use some of their skills in the school.

Activity Objectives

1. To increase the community blood supplies
2. To demonstrate the importance of blood donation to their school mates
3. To highlight the Health Occupations Education Program for recruitment

Activities

1. Determine dates
2. Contact Blood Services in community
3. Solicit donors
4. Assist at various stations

Persons to Contact

1. Community Blood services

APPENDIX F

FUND RAISING IDEAS

FUND-RAISING IDEAS

1. Sell doughnuts, popcorn, pickles, taffy apples, cheeses or bagels, hotdogs, potato chips.
2. Car wash
3. Smash-a-car
4. White elephant auction
5. Spring and Fall clean-up
6. Spook insurance
7. Pie throwing
8. Slave auction
9. Sell tool kits
10. Used record sale
11. Donkey ball
12. Faculty and club games
13. Carnival
14. Operate school store
15. Sell stock
16. Dances (computer)
17. Vote a sweetheart, ugly man - penny a vote
18. Sell pizza - students deliver
19. Safety flares
20. Sell sweaters, blazers, wind breakers
21. Citrus fruit sale
22. Magazine sale
23. Rummage sale

24. Flower sale

25. Bike-a-thon

26. Walk-a-thon

27. Safety flags for bikes

28. Style show

29. Concession stand at sports event, Adult Education evening program

30. Rice Krispie treats, popcorn balls

31. Winter carnival - booth, jail

32. Print own stationery, napkins, cards

33. Betty Crocker coupons (bought bus for Winnebago School Indians)

34. Sell buttons

35. Bake sale

36. Telegrams

37. Parents can show dances of era

38. Sponsor "Sweetheart Dance" for all organizations in school

39. Sponsor "Cutest Baby" Contest

40. Jinx Dolls

41. Greeting Cards

42. Holiday Candles

43. Pocket Calendars

44. Hot Dog, hamburger (Kool-Aid, lemonade)

45. Health food - bake sale; e.g., carrot cake

46. Aluminum can pick-up

47. Newspaper pick-up

48. Bottle pick-up

49. Stuffed animals

50. Plant sale or Plant care - The Plant Hospital

51. Resale of HOSA paraphernalia

52. T-shirt with HOSA emblem or school emblem

53. Blood pressure taking - nominal charge at own school carnival.

54. See National Handbook for more ideas.

APPENDIX G

BANQUET

HOSA BANQUET

Whether this is a covered dish dinner or an eloquent feast, there are certain plans that have to be made. Here are some items to consider in planning your HOSA banquet.

Program Rationale: To express the appreciation of HOSA members for the community participating in the school program.

This activity will offer all those concerned with HOSA an opportunity to meet each other and to learn more about what HOSA has done.

Program Objectives: To provide a learning situation for students to:

1. develop the ability to work together
2. allow students to honor those who have provided opportunities for their educational expansion
3. promote public relations and promotion of HOSA, Florida Association
4. promote social growth and have a fun activity
5. organize, plan and execute a banquet

Activities

The committee should determine:

1. Budget
   a. Source of income: dues, fund-raising projects, guest paying for special guest
   b. Assess cost of endeavor
2. Select theme and color scheme
3. Facilities -
   a. the committee should determine location
   b. visit facility in order to determine:
      1. rooms available
      2. parking facilities

3. public announcement system (should be used in rehearsals before banquet)

4. podium and risers (most speakers prefer)

5. seating chart

6. types of seating available

7. types of meals provided (no alcohol allowed at school functions)

4. Printing (programs, invitations, place cards, program covers, certificates of appreciation and merit)

   a. complete early to take advance of lower costs

   b. take advantage of "professional" printing or see Graphics Arts teacher in your school

   c. begin approximately TWO MONTHS before banquet

   d. send out invitations ONE MONTH before banquet

   e. invitations may be delivered via student to save on postage costs and by school mail to school personnel

   f. may also print RSVP cards and/or must have some form of RSVP to respond ONE WEEK prior to banquet

5. Flowers and Displays - The committee should:

   a. plan flowers, etc., in advance and include in budget

   b. try to get flowers and other decorations donated or make them

   c. select materials and price to construct, if possible

   d. create display characterizing theme, if desired

   e. use as many student-created displays and decorations as possible

6. **Expenses for food - The chairperson responsible for planning the meals should:**

   a. visit facility and discuss menu

   b. choose a menu to stay within the budget

c. ask students to assist with selecting the menu

d. ask for written quotation on prices for each meal, gratuity and any other costs

e. present at least three different meal quotes to membership for selection

f. file record of transaction with treasurer

7. Program - The program should be:

a. a printed program - send to printers EARLY - should be attractive

b. guest oriented - student planned

c. brief and to the point (should not exceed two hours maximum)

d. rehearsed in class:

1. all speeches written and practiced at least five times or as necessary

2. MC auditions held and class selection

3. choose optional leaders in case of illness

e. items to be included in a suggested program are:

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Welcome

5. Dinner

6. Introduction of Guests

7. Recognition of professionals from community health care agencies

8. Response from community or advisory committee members (may come after welcome)

9. Entertainment and/or guest speaker

10. Special recognition: outstanding student, outstanding supervisor (boss) and others

11. Closing remarks

8. Guests

   a. one employer, supervisor for each student

   b. non-employer guests (optional)

      1. spouse of supervisor

      2. school administrators

      3. county administrators

      4. advisory committee

9. Social Awareness - The chapter advisor should:

   a. rehearse table manners

      1. table manners/etiquette

      2. entertainment at home and dining out

   b. discuss proper dress

   c. discuss procedure for appropriate introductions

      1. introduce everyone at head table

   d. appoint a host/hostess for each table

10. Miscellaneous Information - The chapter advisor should:

   a. allow students to vote on a theme for the banquet

   b. allow students to volunteer to serve on a committee of choice, if possible

APPENDIX H

NEWS RELEASE GUIDELINES

NEWS RELEASE GUIDELINES

Writing a News Release

What should be included in a news release?

WHAT - business meeting, social activity, speaker, competitive events, or other activity

WHO - names of organizations and people involved, such as committee chairmen, elected officers, speakers, winners, etc.

WHEN - exact date and time of meeting or activity (Monday, June 13, 1988, at 8:30 a.m.)

WHERE - place

WHY - purpose of activity or meeting if not clear in description

HOW - details of how the activity was carried out

The lead (the first sentence or two) should answer these questions. The lead is designed to give the reader information quickly and in such a manner that he/she will want to read the rest of the story.

After the lead, the details are written in declining order of importance. This permits the story to be cut from the bottom, if need be, without having to rewrite the article or leave out important facts. Be sure to stick to facts: Be brief, accurate, and neat: Use short words, sentences and paragraphs!

Mechanics of Preparing News Releases

News releases should always be typed on one side of paper only and double spaced, on 8 1/2" x 11" plain white, medium weight paper (not onionskin).

Allow ample margins (1 1/2") for the editor to make notes. Leave about 2 1/2" of the first page blank at the top for the editor's use.

Identify your organization and/or school in the upper left-hand corner of the first page. Give the date the release is sent, the name of the person to contact for further information, and the address and telephone number.

Write a release date at the top of the page to indicate when the story can be published. If it can be published anytime, write "For Immediate Release".

If the news release consists of more than one page, end each page at the end of a paragraph. At the end of the release type "end" or "###".

Photographs

Provide photographs with a news release, if possible.

Use a 35mm camera and black and white film.

Take photo as close to subject as possible.

Try to portray some action in the photo.

Take at lease two (2) pictures of each event.

Provide the photographer ample space and time to give instructions on what pictures he/she would like to take.

Attach a description to each photo that is sent to a newspaper. Briefly, it should describe in one or two sentences what the picture shows and the names, titles and affiliation of the subjects.

Identify individuals in photograph from left to right.

Attach the description to the photo to prevent errors in identification. A small piece of tape may be used.

Do not write on the back of the photo as this may detract from engraving quality and may make it unusable.

Write the name, address and HOSA identification if the photo is a head shot of an individual.

Enclose the picture between cardboard to mail in order to prevent damage.

Provide different pictures if several newspapers are used.

Radio and Television

HOSA members should not overlook radio and television stations in providing news about the organization. Radio and television are as important to the publicity cause as are newspapers, magazines and other publications.

Radio and television stations are required by the terms of their federal licenses to make available a part of the time they are on the air for "public service" programs and announcements. Activities conducted by HOSA members have a broad appeal and merit a share of this time.

Information regarding a HOSA conference, competitive events, fund-raising activities, educational programs, service projects and information regarding health occupations education programs are newsworthy and important to the school and community. The information may be publicized effectively through interview shows, panel or group discussions as well as spot announcements.

The news media should be extended an invitation to attend any activities in which you participate. It is very important to know the station program director when possible or to have a contact with the station who can give some assistance in developing usable materials.

A good publicity coverage is never complete unless radio and television stations are utilized. Remember, there are many individuals who get much of their news from one or the other. Many will hear the message HOSA wants to deliver where they would never take the time to read about it. Radio and television stations may also cover a wider area of the community than the local newspaper.

NEWS RELEASE - SAMPLE

From: _____

_____

_____

_____

Telephone: ( ) _____

Date: _____

For Immediate Release

LOCAL STUDENTS TO ATTEND NATIONAL LEADERSHIP CONFERENCE

Seven members of the _____ High School Chapter of the Florida Association, Health Occupations Students of America (HOSA) will leave on _____, 19___ for _____ to attend the _____ Annual HOSA National Leadership Conference. Students from _____ High School will participate in the following events:

_____, Extemporaneous Speaking;
_____, Informative Speaking;
_____, Medical Terminology Spelling;
_____, Job Application; and
_____, Poster. _____ will attend as a voting delegate. The HOSA members will be accompanied by _____, HOSA Chapter Advisor.

The Health Occupations Students of America is a state and national organization for students interested in and preparing for careers in Health Occupations Education. The National HOSA Organization Headquarters is located in _____. There are about _____ chapters throughout the nation with approximately _____ members which include students, advisors, professional members and professional organizations.

There are many activities at the National HOSA Conference. A series of leadership development events are scheduled each year which consists of business meetings, Board of Directors meetings, campaigning and election of officers, competitive events and informative workshops. A formal Awards Program held on the evening of _____ will feature the presentation of national awards and installation of newly national officers.

APPENDIX I

AMERICAN HEART ASSOCIATION

HOSA Project Guidelines

Revised
September 1987

HEALTH OCCUPATIONS STUDENTS OF AMERICA
FLORIDA ASSOCIATION
AND
AMERICAN HEART ASSOCIATION
FLORIDA AFFILIATE

ANNUAL PUBLIC SERVICE COMPETITION ENTRY FORM
(Please see Guidelines Booklet No. 1, September 1987)

PROJECT YEAR: March 1 - February 29

DEADLINES: MARCH 1 - SUBMIT APPLICATION TO LOCAL AHA
MARCH 15 - SUBMIT APPLICATION TO AHA/FLORIDA AFFILIATE,
P.O. Box 33035, St. Petersburg, FL 33733-8035

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION FOR EACH PROJECT.

1. HOSA CHAPTER Name: _____

Address: _____

_____

Sponsor: _____

Phone: (Office) _____ Home: _____

2. TOTAL MEMBERSHIP: _____

3. TYPE OF PROJECT:
( ) Educational
( ) Administrative
( ) Fund Raising
( ) Elective (please explain on separate sheet)
( ) Combination? How many?

4. BRIEFLY DESCRIBE PROJECT AND/OR COMBINATION 5. DATE: _____

6. PURPOSE: 7. NO. OF PARTICIPANTS: _____

8. NO. OF POINTS YOU ARE REQUESTING FOR THIS PROJECT: _____

9. HOW MANY PROJECTS ARE YOU SUBMITTING? _____ (One application form is required for each project combination).

10. _____ _____
Signature of Sponsor Date Signature of Club Officer Date

PLEASE HAVE LOCAL AHA COMPLETE OTHER SIDE BEFORE MARCH 15.

HOSA COMPETITION ENTRY

AHA: PLEASE COMPLETE

EVALUATION OF HOSA PROJECT

1. Did the HOSA Chapter consult with you prior to submitting this entry?
   ( ) Yes ( ) No

2. Was the project effective? ( ) Yes ( ) No

3. Does the project merit repeating? ( ) Yes ( ) No

4. Any additional comments? If fund raising project, please note how much was raised, if possible.

Heart Association Signature

INSTRUCTIONS:

HOSA Clubs must complete one application form for <u>each</u> project reported for the year (March 1 of the current year through February of the succeeding year). Information should be printed or typed.

Local AHA or HOSA Chapter must forward completed forms to AHA/Florida Affiliate <u>no later than March 15</u>.

APPENDIX J

TEACHER EDUCATORS/DISTRICT SUPERVISORS FOR HEALTH OCCUPATIONS EDUCATION

HOE Teacher Educators

Dr. Janice Sandiford, Teacher Educator
Health Occupations Education
Florida International University
University Park Campus
Miami, FL 33199
Telephone: suncom 439-5534
(305) 940-5534 (North Miami Campus)
(305) 474-1384 (Broward Campus)

Ms. Pat Casey, Teacher Educator
Health Occupations Education
College of Education
University of South Florida
Tampa, FL 33620
Telephone: suncom 574-3455
(813) 974-3455

Dr. Larry Hudson, Teacher Educator
Health Occupations Education
University of Central Florida
P. O. Box 25000
Orlando, FL 32816
Telephone: suncom 345-2950 345-2939
(305) 275-2950 275-2939

HOE Supervisors

Ms. Carrie Mickey
Coordinator
Health Occupations
Dade County Schools
1410 N.E. Second Ave.
Miami, FL 33132
Telephone: suncom 432-1871
(305) 376-1871

Ms. Melinda Brett
Supervisor
Health Occupations Education
Largo C & I Center
205 4th Street S.W.
Largo, FL 34640
Telephone: (813) 585-9951

Ms. Betty Fields
Supervisor/Coordinator
Health Occupations Education
Duval County Schools
1701 Prudential Drive, 3rd floor
Jacksonville, FL 32207
Telephone: (904) 390-2189 or 2041

Ms. Joy Henderson
Coordinator
Dr. June Saltzgaver
Supervisor
Hillsborough County Schools
2002 E. Hillsborough Avenue
Tampa, FL 33610
Telephone: (813) 238-9721

Mr. Peter VanNote
Vocational Administrative Assistant
Forrest High School
1614 S.E. Ft. King Street
Ocala, FL 32671
Telephone: (904) 629-8711

Ms. Valerie Summerville
Curr. Specialist
Ms. Penelope Alexander
Curr. Specialist
Orange County Schools
P. O. Box 271
Orlando, FL 32802
Telephone: suncom 329-9335
(407) 423-9225

Ms. Beverly Merrill
Curr. Assistant
Ms. Ethel Gerakas
Curr. Supervisor
Broward County Schools
701 S. Andrews Avenue
Ft. Lauderdale, FL 33316
Telephone: (305) 524-8006

Ms. Ann Wilson Johnson
Supervisor
Pasco County Schools
7227 US Hwy. 41
Land O'Lakes, FL 34639
Telephone: suncom 597-1205
(813) 996-3600

Dr. Linda Newton
Coordinator
Vocational Education
Escambia County Schools
30 E. Texar Drive
Pensacola, FL 32503
Telephone: suncom 685-6831
(904) 438-2014

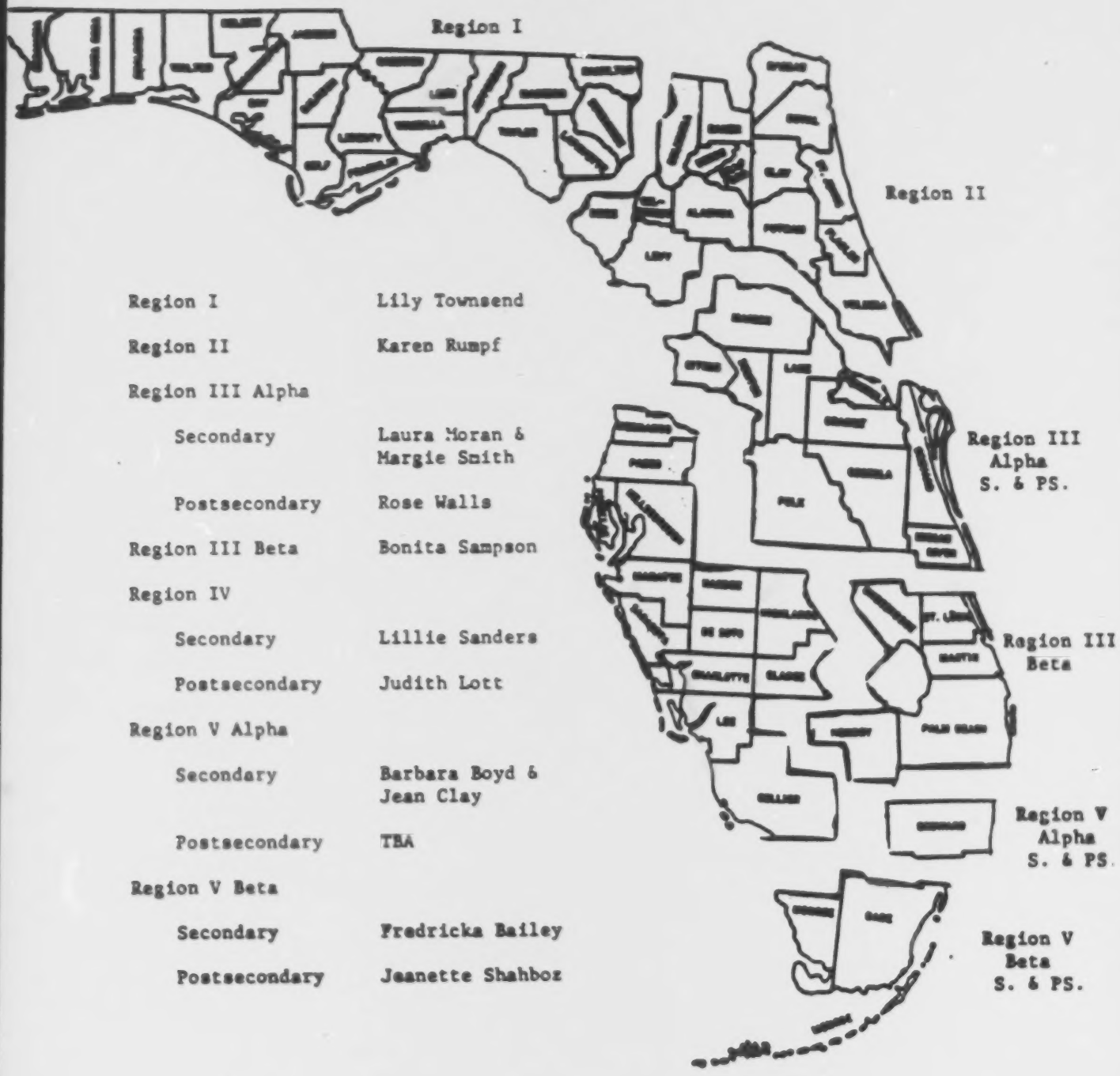
Vocational Specialist
Palm Beach County Schools
1235 15th Street
West Palm Beach, FL 33401
Telephone: suncom 222-5130
(305) 684-5130

APPENDIX K

• REGIONAL ADVISORS, HOSA

• Insert new list annually

HOSA Regions and Regional Advisors
1988-89



Region I	Lily Townsend
Region II	Karen Rumpf
Region III Alpha	
Secondary	Laura Moran & Margie Smith
Postsecondary	Rose Walls
Region III Beta	Bonita Sampson
Region IV	
Secondary	Lillie Sanders
Postsecondary	Judith Lott
Region V Alpha	
Secondary	Barbara Boyd & Jean Clay
Postsecondary	TBA
Region V Beta	
Secondary	Fredricka Bailey
Postsecondary	Jeanette Shahboz

REGIONAL ADVISORS 1988-89

Region I

Lily Townsend
Pensacola High School
500 W. Maxwell Street
Pensacola, FL 32501
(904) 433-8291

Region II

Karen Rumpf
Clay High School
2025 Highway 16 West
Green Cove Springs, FL 32043
(904) 284-6530

Region III Alpha, Sec.

Laura Moran
Lake Brantley High School
2150 Sand Lake Road
Altamonte Springs, FL 32715
(407) 862-1776

Margie Smith
Apopka High School
555 W. Martin School
Apopka, FL 32712
(407) 889-4194

Region III Alpha, PS

Rose Walls
Orlando Vo-Tech Center
301 W. Amelia Street
Orlando, FL 32801

Region III Beta

Bonita Sampson
Westwood High School
1801 Panther Lane
Ft. Pierce, FL 34950
(305) 465-8900

Region IV, Secondary

Lillie Sanders
Hillsborough High School
5000 Central Avenue
Tampa, FL 33603
(813) 238-9771

Region IV, PS

Judith Lott
Erwin Area Vo-Tech Center
2010 E. Hillsborough Avenue
Tampa, FL 33610
(813) 238-8631

Region V Alpha, Secondary

Barbara Boyd
Boyd Anderson High School
3050 N.W. 41st Street
Lauderdale Lakes, FL 33309
(305) 735-0500

Jean Clay
Deerfield Beach High School
910 S.W. 15th Street
Deerfield Beach, FL 33441
(305) 481-5600

Region V Alpha, PS

TBA

Region V Beta, Secondary

Fredricka Bailey
American Senior High School
18350 N.W. 67th Avenue
Hialeah, FL 33015
(305) 557-3770

Region V Beta, PS

Jeanette Shahboz
Robert Morgan Vo-Tech Institute
18180 S.W. 122nd Avenue
Miami, FL 33177
(305) 253-9920

APPENDIX L

• STATE OFFICERS, HOSA

• Insert new list annually

FLORIDA ASSOCIATION, HOSA

STATE OFFICERS
1988-89

Secondary

PRESIDENT

Lisa Holliday
Home Address: 1695 Andrews Way
Orange Park, FL 32073
Phone: (904) 269-3620
School: Orange Park High School
Phone: (904) 272-8116
Advisor: Nancy J. Walker

VICE-PRESIDENT

Katrina Duckworth
Home Address: 300 W. Avery
Pensacola, FL
Phone: (904) 433-2670
School: Pensacola High School
Phone: (904) 433-8291
Advisor: Lily Townsend

SECRETARY

Michelle Rosselle
Home Address: 3114 N.W. 21st Avenue
Gainesville, FL 32605
School: Gainesville High School
Phone: (904) 336-2707
Advisor: Barbara Collins

TREASURER

Ashley Campen
Home Address: 2212 N.W. 25th Street
Gainesville, FL 32605
Phone: (904) 375-8168
School: Gainesville High School
Phone: (904) 336-2707
Advisor: Barbara Collins

HISTORIAN

Kimberly Almy
Home Address: 6749 Friendship Drive
Sarasota, FL
Phone: (813) 371-0962
School: Sarasota Vo-Tech Center
Phone: (813) 924-1365
Advisor: Joan Sauer

PARLIAMENTARIAN

Katherine Werner
Home Address: 4714 N.W. 36th Street
Gainesville, FL 32605
Phone: (904) 372-5552
School: Gainesville High School
Phone: (904) 336-2707
Advisor: Barbara Collins

FLORIDA ASSOCIATION, HOSA

STATE OFFICERS

198-89

Post Secondary

PRESIDENT

	Lisa Holliday	School:	Orange Park High School
Home Address:	1695 Andrews Way	Phone:	(904) 272-8116
	Orange Park, FL 32073	Advisor:	Nancy J. Walker
Phone:	(904) 269-3620		

VICE-PRESIDENT

	Candi Simon	School	Lively Vo-Tech Center
Home Address:	P. O. Box 626	Phone:	(904) 487-7449
	Eastpoint, FL 32328	Advisor:	Diane Harris
Phone:	(904) 670-8639		

HISTORIAN

	Rick Calhoun	School:	South Tech. Educ. Cnt.
Home Address:	549 Cherry Road	Phone:	(305) 737-7400
	W. Palm Beach, FL 33409	Advisor:	Laura Frost
Phone:	(305) 471-1025		

PARLIAMENTARIAN

	Katherine Werner	School:	Gainesville High School
Home Address:	4714 N.W. 36th Street	Phone:	(904) 336-2707
	Gainesville, FL 32605	Advisor:	Barbara Collins
Phone:	(904) 372-5552		

APPENDIX M

• CALENDAR OF EVENTS, HOSA

• Insert new dates annually

1988-89

HEALTH OCCUPATIONS STUDENTS OF AMERICA

CALENDAR

August 1988

Region IV Board of Directors Meeting	Region IV	August 22, 1988

September 1988

HOSA Fall Planning Meeting	Region V Alpha, Sec.	September 14, 1988
HOSA Fall Planning Meeting	Region V Beta	September 15, 1988
Camp Florida Planning Meeting	Region IV	September 15, 1988
HOSA Fall Planning Meeting	Region II	September 16, 1988
HOSA Fall Planning Meeting	Region I	September 28, 1988
HOSA Advisor's Planning Meeting	Region IV	September 29, 1988

October 1988

HOSA Fall Planning Meeting	Region I	October 5, 1988
HOSA Fall Planning Meeting	Region III Alpha	October 12, 1988
HOSA Fall Planning Meeting	Region III Beta	October 12, 1988
HOSA Fall Planning Meeting	Region V Alpha, Sec.	October 12, 1988
Camp Florida Leadership Planning Meeting	Region IV	October 19, 1988
HOSA Fall Planning Meeting	Region V Beta	October 20, 1988

November 1988

HOSA Fall Planning Meeting	Region IV	November 3, 1988
HOSA Fall Leadership Conference	Region III Beta	November 9, 1988
HOSA Fall Leadership Conference	Region V Alpha, Sec.	November 9, 1988
HOSA Fall Leadership Conference	Region III Alpha	November 16, 1988
HOSA Fall Leadership Conference	Region IV	November 17, 1988
HOSA Fall Leadership Conference	Region II	November 18, 1988
HOSA Fall Leadership Conference	Region V Alpha, Sec.	November 18, 1988
HOSA Fall Leadership Conference	Region V Beta	November 18, 1988

December 1988

HOSA Fall Leadership Conference	Region I	December 7, 1988
HOSA Spring Planning Meeting	Region V Alpha, Sec.	December 14, 1988
Florida HOSA Board of Directors Meeting	Miami Hyatt Regency	December 8-9, 1988
HOSA Foundation, Inc. Meeting	Miami Hyatt Regency	December 9, 1988

January 1989

HOSA Spring Conference Planning Meeting	Region II	January 6, 1989
HOSA Spring Conference Planning Meeting	Region V Alpha, Sec.	January 11, 1989
HOSA Spring Conference Planning Meeting	Region IV	January 12, 1989
HOSA Spring Conference Planning Meeting	Region V Beta	January 26, 1989

February 1989

HOSA Spring Conference Planning Meeting	Region III Alpha	February 1, 1989
HOSA Spring Conference Planning Meeting	Region III Beta	February 1, 1989
HOSA Spring Conference Planning Meeting	Region IV	February 2, 1989
HOSA State Conference Planning Meeting	Miami Hyatt Regency	February 10-11, 1989
HOSA Spring Conference	Region I	February 15, 1989
HOSA Spring Conference	Region V Alpha, Sec.	February 15, 1989
HOSA Spring Conference	Region IV	February 15-16, 1989
HOSA Spring Conference Planning Meeting	Region V Beta	February 16, 1989

March 1989

HOSA Spring Conference	Region II	March 2-3, 1989
HOSA Spring Conference	Region III Alpha	March 8, 1989
HOSA Spring Conference	Region III Beta	March 8, 1989
HOSA Spring Conference	Region V Alpha, PS	March 10, 1989
HOSA Spring Conference	Region V Beta	March 10-11, 1989
HOSA Spring Conference	Region V Alpha, Sec.	March 17, 1989
HOSA Advisor's Workshop	Region IV	March 23, 1989

April 1989

HOSA State Leadership Conference	Miami Hyatt Regency	April 16-19, 1989
HOSA Foundation, Inc. Meeting	Miami Hyatt Regency	April 15, 1989

June 1989

HOSA National Leadership Conference	Salt Lake City, Utah	June 21-24, 1989

APPENDIX N

FORMS

* insert forms as necessary.

APPENDIX O

FLORIDA HOSA FOUNDATION, INC. SCHOLARSHIP

FLORIDA HOSA FOUNDATION, INC. SCHOLARSHIP

APPLICATION FORM

NAME: _____ AGE: _____

HOME ADDRESS: _____

_____

HOME PHONE NO: _____

PROGRAM NAME: _____

_____

SCHOOL ADDRESS ZIP

LOCAL HOSA ADVISOR: _____

1. ATTACH EVIDENCE OF ACCEPTANCE IN A PROGRAM OF HEALTH OCCUPATIONS AND OF HOSA MEMBERSHIP.
2. SUBMIT TRANSCRIPT OF GRADES.
3. LEADERSHIP ACTIVITIES _____

   _____

   _____

   _____

   _____
4. COMMUNITY INVOLVEMENT _____

   _____

   _____

   _____
5. REFERENCES 1. _____

   2. _____

   3. _____
6. ESSAY: PLEASE ATTACH SEPARATELY. (350 - 750 WORDS)

FLORIDA HOSA FOUNDATION, INC. SCHOLARSHIP

PROCEDURE

1. The scholarship is available to a Florida resident, of at least one year, to either a senior secondary and/or postsecondary student who plans to continue on to further education in the health related field.

2. All applications must be typed, grammatically correct and complete for acceptance and review by the Florida HOSA Foundation Application Review Committee.

3. All applications are to be submitted by the Local Advisor to the State Advisor and must include a letter of support by June 1. State Advisor will forward copies to Foundation Application Review Committee.

4. A monetary award will be forwarded to the school the student plans to attend upon documentation from the school that the recipient is currently enrolled in the program.

5. The Application Review Committee will make the final decision on the selected scholarship candidate by June 30.

CRITERIA

1. The applicant must be interested in pursuing a health related career, accepted in a health occupations education program and be a member of Health Occupations Students of America.

2. Grades - The transcript of the applicant must be submitted along with the application for the scholarship.

3. Leadership Activities - List of activities such as offices held, awards and honors and HOSA involvement.

4. Community Involvement - Contributions to Community and/or family, work and/or volunteer experience in church related activities.

5. References -
   a. Three (3) references are required.
   b. Names and addresses of references must be listed on the applications.
   c. References must come from;

      Either a teacher, advisor, principal, employer, director of the program or financial aid officer of the program.

   d. References should include individual's knowledge of the applicant's scholarship, leadership abilities, use of inter-personal skills, character and/or need.
   e. Letters of references should be sent directly to State HOSA Office by the initiator before June 1.

6. Essay (350-750 Words)
   Applicants will submit an essay describing what contributions they expect to make to their selected health career and why they feel they should be selected as the recipient of the scholarship.

SCHOLARSHIP RATING SHEET

RATING SHEET

Grades: 20 points maximum		
A average	20 points	_____
B average	15 points	_____
C average	10 points	_____
D average	5 points	_____
Leadership Activities: 30 points maximum		
Involvement in 5 activities and office held	30 points	_____
Involvement in 3 activities and office held in at least 1	20 points	_____
Involvement in less than 3 activities	10 points	_____
Community Involvement: 20 points maximum		
Major involvement with office held	20 points	_____
Involvement with office held	15 points	_____
Slight involvement	10 points	_____
Little or no involvement	5 points	_____
Essay: 30 points maximum	30 points	_____
	TOTAL	_____

APPENDIX P

FLORIDA VOCATIONAL ASSOCIATION OUTSTANDING STUDENT

APPENDIX Q

HOSA EMBLEM CEREMONY

HOSA INSTALLATION CEREMONY

Florida Association, HOSA
State Leadership Development Conference
Installation Ceremony

The Installation Ceremony for the newly elected State Officers is an important and impressive component of the Annual State HOSA Leadership Development Conference.

Instructions - The Ceremony should be conducted with the lights on low or out, utilizing candle light. The equipment and materials listed below should be provided and arranged before the scheduled Installation Ceremony--

- The American Flag and the State of Florida Flag should be displayed at either side of the stage
- The Regional Flags should be displayed on each side of the HOSA Emblem at the back of the stage or divided on either side of the stage
- A candelabra should be place on each side of the stage
- The master candle (3" - 4" candle) should be placed in the center of each candelabra
- Colored candles (10 or 12 inch candles), one for each Officer, should be placed in the candelabra near the podium
- Colored ribbons (5 - 6 inch ribbons and pins with name of office) should be placed on the podium

Candles (10-12 inch)	Ribbons (5-6 inch with pins)	Other Items Needed
1-Dark Blue	President	2 Candelabra
1-White	Vice-President	1 Candle Snuffer
1-Orange	Secretary	1 Matches, pack
1-Maroon	Treasurer	
1-Light Blue	Historian	
1-Yellow	Parliamentarian	
1-Master Candle (3-5 inch)	Maroon or White	

Installation Procedure

- The master candle should burn during the Ceremony.
- At the beginning of the Ceremony, the President shall request the newly elected officers to come to the stage, stand in front of the present officer until all officers are on stage. (The officers should stand to the left of the lectern facing the assembly.)
- The past Officers shall stand behind the newly elected Officers.
- Each of the Past State Officers shall participate in the Installation Ceremony by reading the appropriate section for the newly elected officer.
- The officers are called one at a time . . . beginning with the Parliamentarian and ending with the President.
- When the Officer's name is called, the officer shall step forward and stand by the lectern.
- The Past Officer shall read the section pertaining to the officer duties, pin the ribbon on the new officer and state when the new officer will light the candle from the officers' candle.
- The new officer shall light the appropriate candle, place the candle in the candelabra and remain standing behind the candelabra.
- At the end of the Installation of new officers, the past officers will extinguish their candles but leave the Master Candle burning.

Present Officers light their candles.

PRESIDENT: HOSA Members, Advisors, and Guests it is my pleasure to introduce to you the newly elected officers of the Florida Association, Health Occupations Students of America (HOSA) for 1988 - 1989.

Will the newly elected officers of the Florida Association, HOSA please come forward (pause - officers come forward to stage). As I call your name please stand. (President introduces newly elected officers. Call name and office. After the introduction, the newly elected officers are in line according to order of installation.

We are about to receive the officers whom you have selected for the coming year. In a democratic country such as our own, it is fitting that members of an organization should elect those who are to lead them. Officers thus become the direct responsibility of the members. The members in turn must be mindful of their own obligation to support and to follow those whom they have chosen.

PAST PARLIAMENTARIAN: _____, please step forward. You have been chosen by the members to be the PARLIAMENTARIAN of the Florida Association, Health Occupations Students of America. Your duties will require you to have available to all meetings reference material pertaining to acceptable Parliamentary Procedure and to serve as chairman of the committee to revise the bylaws.

Pin Ribbon - Yellow; You may now light your Yellow Candle to signify justice.

PAST HISTORIAN: _____, please step forward. You have been chosen by the members to be the HISTORIAN of the Florida Association, Health Occupations Students of America.

You will be responsible for gathering State news and reporting it to the Newspaper, Radio, T.V. and to our State Association. It should also be considered as part of your duties to provide continuity between previous, present, and future members of the State Association by keeping complete records of events of importance in the life of your State Association. These important events should be kept in a yearbook which will be provided to the State Advisor at the end of your term.

Pin Ribbon - Light Blue; You may now light your Light Blue Candle to signify accuracy.

PAST TREASURER

_____, please step forward. You have been chosen by the members to be the TREASURER of the Florida Association, Health Occupations Students of America.

Your duties will require you to keep accurate records of all receipts and disbursements of the state assigned responsibilities and be ready at all times to give a report of its financial condition. It is also your responsibility to encourage thrift in your state and among your fellow members, thus performing an educational function.

Pin Ribbon - Maroon; You may now light your Maroon Candle to signify honesty.

PAST SECRETARY:

_____, please step forward. You have been chosen by the members to be the SECRETARY of the Florida Association, Health Occupations Students of America.

As Secretary, you will be responsible for the records of the State. You will record and keep accurate minutes of the State and Board of Director Meetings. You will also be called upon to carry on all official correspondence. You may be asked to assist, prepare, and provide the President or substitute with a written agenda for each meeting and, if possible, with a list of committees.

Pin Ribbon - Orange; You may now light your Orange Candle to signify vigilance and alertness.

PAST VICE-PRESIDENT: _____, please step forward. You have been chosen by the members to be VICE-PRESIDENT of the Florida Association, Health Occupations Students of America.

The members have demonstrated their confidence in your ability to assume the leadership of this organization in the President's absence. It shall be your duty to assist the President whenever called upon to do so and to serve as chairman of all the State and Board of Director's meetings etc. in the absence of the President.

Pin Ribbon - White; You may now light your White Candle to represent life and growth of our members.

PAST PRESIDENT: _____, please step forward. You have been chosen by the members to be the PRESIDENT of the Florida Association, HOSA. In electing you President, the members have indicated their faith in your qualities of leadership, responsibility, diplomacy and intelligence and hereby entrust you to assist with the future administration of the Florida Association, HOSA.

"As President you will preside over all of the State and Board of Director's meetings and be responsible for its progress during the coming year. We will look to your leadership in all endeavors."

Pin Ribbon - Dark Blue; You may now light your Dark Blue Candle to signify loyalty.

Each of you have been chosen by the members of the Florida Association, Health Occupations Students of America to lead this State for 1988-1989. In electing you, the members have indicated their faith in your qualities of leadership, responsibility, diplomacy, and intelligence, and hereby entrust you to assist with the future administration of the State Association.

If you are willing to accept the responsibility of your office, please raise your right hand and repeat after me.
I understand fully (pause) the honor and responsibility (pause) of my office (pause) and hereby promise (pause) to accept and fulfill (pause) these responsibilities (pause) to the best of my ability.

By the authority vested in me as the Past President of the Florida Association, HOSA, I now declare these officers duly installed.

I would like to extend congratulations to all of the new officers and wish you a very successful year.

(The Past-President or President Pro-Tem shall present the gavel to the new President.)

HOSA members and guests, I would like to present to you your new President for 1988 - 1989.

Congratulations.

Assembly may be seated.

New Officers, would you please extinguish your candles, carrying the light of leadership within you.

HOSA OFFICER'S HANDBOOK

REVISED 1990

BEST COPY AVAILABLE

HOSA OFFICERS HANDBOOK

Edited by

Janice R. Sandiford, Ph.D.
Florida International University
College of Education
Department of Middle Secondary and Vocational Education
Miami, Florida 33181

FLORIDA ASSOCIATION

HEALTH OCCUPATIONS STUDENTS OF AMERICA

OFFICERS HANDBOOK

July 1990

ACKNOWLEDGEMENTS

Participating in the development of this Health Occupations Students of America (HOSA) Officers Handbook were the 1989-1990 Regional Advisors, 1989-1990 HOSA State Officers, HOSA advisors, the Florida State HOSA Advisor,and the Health Occupations Teacher Educator at Florida International University.

Region I:	Sheila Floyd Taylor County AVTC 3233 US Highway 19 South Perry, FL 32347
Region II:	Karen Rumpf Clay High School 2025 Highway 16 West Green Cove Springs, FL 32043
Region III Alpha:	Patricia Sprague Lake Mary High School 655 Longwood-Lake Mary Road Lake Mary, FL 32746
Region III Beta	Bonita Sampson Westwood High School 1801 Panther Lane Ft. Pierce, FL 34950
Region IV - Secondary	Judith Thom Brandon High School 1101 Victoria Avenue Brandon, FL 33511
Region IV - Postsecondary	Candice Wilson Stl Petersburg Technical Center 901 14th Street, South St. Petersburg, FL 33711
	Judith Lott Erwin Area Vo-Tech Center 2010 E. Hillsborough Avenue Tampa, FL 33610
Region V Alpha - Secondary	Jean Clay Deerfield Beach High School 910 S.W. 15th Street Deerfield Beach, FL 33411
Region V Beta - Secondary	Fredicka Bailey American Senior High School 18350 N.W. 67th Avenue Hialeah, FL 33015

Region V Beta - Postsecondary:	Jeanette Shahboz Health Occupations Dade County Schools 1410 N.E. Second Avenue Miami, FL 33132
HOSA advisors	Gloria Duggan King High School 6515 N. 56th Street Tampa, FL
	Pat Celentano Largo High School 410 Missouri Avenue Largo, FL 34640
HOSA State Advisor	Myra Saley Florida Education Center Suite 1224 Tallahassee, FL 32399
Health Occupations Teacher Educator:	Janice R. Sandiford College of Education Florida International Univ. N. Miami, FL 33181

1989-1990 HOSA State Officers

President	Katheryn Mairorello
Vice President	Michelle Rosselle
Secretary	Michelle Brathwaite
Treasurer	Tammy Hendrix
Historian	Derreck McCloud
Parliamentarian	Charles Kilcrease
Member-at-large (alumni)	Lisa Holliday

Special acknowledgement is also given to Elio Arteaga, Miami Dade Community College - North for his special graphics touch and to Virgina Miller for preparing type writen copy for this Handbook. Editor for this Handbook was Janice R. Sandiford Ph.D.

Foreword

The Florida Association, Health Occupations Students of American Officer's Handbook, has been prepared to assist the members and Advisors in the Health Occupations Education Programs. The Officers Handbook is essential and important to attain the knowledge, skills, and attitudes necessary to develop leadership abilities of the officer and future health personnel.

The Handbook consists of Duties and Responsibilities of the President, Vice-President, Secretary, Treasurer, Historian and the Parliamentarian. In addition, suggested forms are also included. The Handbook should be used with the official handbook, and Robert's Rules of Order - Newly Revised, by General Henry M. Robert.

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CHAPTER I

OFFICER CANDIDATES

Active members of the Florida Association, HOSA Chapters may be elected as officers to serve at the Chapter, Regional, State or National Level (refer to Bylaws and Policy for Eligibility). All officer candidates for Regional, State and National Office must take and successfully pass (at least 80%) a Parliamentary Procedure Qualifying Examination (see procedure for Officer Candidate).

Chapter-Regional Officer Candidates

Active members of HOSA Chapters may be elected to serve as President, Vice President, Secretary, Treasurer, Historian or Parliamentarian. The Officer Candidate must be a member of a chapter located within the Region to seek an office. The Officer Candidate must take and successfully pass a Parliamentary Procedure Qualifying Examination (see procedure for Officer Candidate). (A Parliamentarian may be appointed by the Regional President in consultation with the Regional Advisor and the Regional Consultant.)

State Officer Candidate

Regional Officers and Chapter Delegates to the State Leadership Conference may seek a State office as President, Vice President, Secretary, Treasurer, Historian or Parliamentarian.

National Officer Candidates

Florida HOSA members may seek a National Office as President Elect, Southern Area Vice President Secondary, Southern Area Vice President Post Secondary, Member-at-Large Secondary, Member-at-Large Postsecondary, or Vice President Collegiate Division. If an active HOSA member is interested, the Chapter Advisor must contact the State Advisor for the current National Officer Candidate Forms.

Note: In accordance with the National HOSA Bylaws, an officer candidate must be an active member (enrolled in a Health Occupation Education Program during that year at the appropriate level.

PROCEDURE FOR QUALIFICATION OF OFFICER CANDIDATES

A. Regional Officer

1. A committee will be appointed as needed by the State Advisor to write the Parliamentary Procedure Qualifying Examination.

2. The Chairpman of the committee will forward the Examination to the State Advisor for final approval. The State Advisor will forward a copy of the examination to each Chapter Advisor, Regional Advisor and Occupational Program Specialist.

3. The Chapter Advisor will administer and score the Examination. The Officer Candidate must score a minimum of 80%. The examination may be repeated three (3) times.

4. Upon successful completion of the Examination, the Chapter Advisor submits the Endorsement of Candidate Form, graded answer sheet and score to the Regional Advisor three (3) weeks prior to the Regional Conference.

5. The Chapter Advisor will submit a copy of the Endorsement of Candidate Form to the Election Committee chairperson three (3) seeks prior to the Regional Conference.

6. The Election Committee Chairman sends the Verification of Officer Candidate Form to the Chapter Advisor immediately upon receipt of the Endorsement of Candidate Form.

7. The Election Committee places the names of the Officer Candidate on the ballot.

B. State Officer

1. A committee will be appointed by the State Advisor to write the parliamentary Procedure Qualifying Examination for the State Officers.

2. The Chairman of the Committee will forward the Examination to the State Advisor for final approval.

3. The State Advisor, or designee, will administer and score the Examination during the State Conference. The Officer Candidate must score a minimum of 80%. This test will only be given once.

4. The Chapter Advisor will submit a copy of the Endorsement of Candidate Form and a signed Officer Code of Conduct Form to the State Advisor four (4) weeks prior to the State Conference.

5. The State Advisor will notify the Chapter Advisor immediately upon receipt of the Endorsement of Candidate Form and signed Officer Code of Conduct Form.

6. The State Advisor will place the name of the qualified Officer Candidate on the ballot.

C. National Officer

1. Chapter Advisor submits Endorsement of Candidate Form to the State Advisor. (Contact State Advisor for deadline dates.)

2. The National Qualifying/Parliamentary Procedure Examination and Interview will be held at the National Conference.

NATIONAL HOSA CAMPAIGN RULES

Refer to National Handbook campaign rules annually

THE IMPORTANT DECISION

"THE JOURNEY TO SUCCESS REQUIRES CONSTANT SERVICE AT THE POINT OF GREATEST NEED."

"IF I HAD JUST PUT MORE INTO IT!" OR "NO DEPOSIT ** NO RETURN"

The election is long over...and you won! Belated congratulations! Leadership opportunities now become complex, compounded challenges.

Do you remember the anxiety you felt before the election?...the promises you made to yourself?...those ominous doubts during the last hours before that memorable announcement? (You Won.)

Victory is exhilarating, but it also can be deadly! The irony is that the competition is over, and you have to "get in shape" to qualify.

Will you remember all that anxiety, those promises? Can you recall how you would have felt if you had lost? Can you empathize with those others, those "trophies" in your career? Can you fully achieve what you pledged yourself to do?

This term of office will be one of the toughest times of your life. Remember that:

You are expected to be a good winner (much harder than losing well).

You are expected to be everyone's servant, but master of yourself in achieving ultimate standards in every field, above those you serve.

You are expected to know everything about every subject...but to spend all your time planning, organizing, doing...without any investment of study or time for yourself.

You are the subject of exploitation:

If you are a girl, you must be on the "fashion board;" you must be peppy when you feel dull; you must be an enthusiastic advertisement for your school--constantly. If you are a guy, you will be the "popular" date, you will be the "prestige" member sought by groups; you will set fads and be asked to participate at several events.

People will compliment you and shake your hand -- and then "confidentially" criticize you in the back room.

You will be revered, admired, maligned, mimicked, ridiculed, and snidely talked about; you will be lonely, disgraced, cheered, and hated; . . . you will be asked to lead!

You will walk a tight-wire between right/wrong; best/worst; greatness/pettiness; humility/pride; laughter/tears; achievement/goofs; -- somewhere in the middle from one extreme to another.

QUALITIES OF LEADERSHIP

What is leadership? Leadership is the ability of a well-adjusted person to handle people, to inspire or influence the actions of others, to make decisions, and to move a group to action.

What are the qualities of leadership? A good leader must have certain qualities that can be developed by the average person if he/she works at them intelligently. The following qualities are highly desirable in everyday life as well:

1. A leader respects the rights and dignity of others. He/she realizes that every person can make worthy contributions.

2. A leader is willing to accept responsibility and to do his/her part through work within the group.

3. A leader is able to work and get along with people in a friendly and peaceful manner. He/she must be straightforward, agreeable, and industrious. The leader praises where praise is due and has sensitivity to the basic trends and moods of the group.

4. A leader is able to communicate thoughts and feelings in a clear and understanding manner as well as to verbalize the ideas of the group.

5. A leader is well informed on matters which concern the group and arrives at a decision only after he/she has an opportunity to secure and study pertinent information.

6. A leader is self-confident. He/she possesses integrity and also shows trust for fellow group members.

7. A leader is optimistic and enthusiastic, believes that group action can overcome obstacles and solve problems, and works within the group with zest and enjoyment.

8. A leader is open-minded, does not claim to have all of the answers, seeks the opinions of the group, and accepts or supports them if they seem best for the group. However, he/she must be willing to compromise on issues.

9. A leader has strength of conviction. He/she will take a stand and be counted, yet can be convinced otherwise if evidence is presented that indicates that he/she is in the wrong.

10. A leader will show initiative in getting the group started through sound and careful planning. He/she proceeds with the group discussion with knowledge rather than with reckless abandon.

CHAPTER II

OVERVIEW OF DUTIES AND RESPONSIBILITIES OF STUDENT OFFICERS

The President

1. Preside over and conduct meetings according to accepted parliamentary procedure.
2. Call special meetings.
3. Keep members on the subject and within time limits.
4. Appoint Committees and serve as ex-officio member of them.
5. Call other officers to the chair as necessary or desirable.
6. Represent the organization and speak on occasions.
7. Coordinate organization efforts by keeping in close touch with the other officers and members, and the advisor.
8. Follow up organization activities and check on progress being made.
9. Keep organization work moving in a satisfactory manner.

The Vice President

1. Assist the President.
2. Take charge of committee work in general.
3. Preside at meetings in absence of President.
4. Be prepared to assume duties and responsibilities of President.

The Secretary

1. Prepare and read the minutes of meetings.
2. Have available for the President the agenda for each meeting.
3. Attach the official correspondence.

4. Send out and post notices.

5. Count and record rising vote when taken.

6. Prepare organizations reports.

7. Keep the permanent records.

8. Cooperate with the Treasurer in keeping an accurate membership roll and issue membership cards (Chapter Secretary).

9. Call meeting to order in the absence of a presiding officer.

10. Have on hand for each meeting the following:

    a. Secretary's book and minutes of previous meetings.

    b. Lists of committees and committee reports.

    c. Copies of local and state constitutions and bylaws.

    d. Copy of the Official State HOSA Handbook.

    e. Copies of the Duties and Responsibilities of all Officers.

<u>The Treasurer</u>

1. Receive and act as custodian of organization funds.

2. Collect monetary assessments and send in State and National monetary assessment (Chapter Treasurer).

3. Assist in preparing an annual budget of estimated receipts and expenditures.

4. Keep the financial records.

5. Devise appropriate ways and means of financing activities.

6. Pay out funds as authorized.

7. Cooperate with the Secretary in keeping an accurate membership roll.

8. Prepare financial statements and reports.

9. Encourage systematic savings.

10. Give Treasurer's report at meetings.

The Reporter and Historian

1. Gather and classify HOSA news.
2. Prepare news notes and articles for publication or broadcast.
3. Contact local newspapers, provide with a cut or mate of the emblem and supply HOSA news.
4. Send news notes to State.
5. File clippings and pictures of activities and keep a scrapbook.
6. Serve as Historian. Complete the Scrapbook.
7. Assist in maintaining a bulletin board.
8. Supply material for reports.
9. Assist with planning and arranging exhibits.
10. Arrange for HOSA participation in local radio and/or TV programs.

The Parliamentarian

1. To act in the capacity of arbitrator in matters of parliamentary procedure.
2. To assist the presiding officer in answering any request for rulings on procedures.
3. To maintain a file on parliamentary procedures.
4. To assist in the total conduct of all official sessions.

THE ORDER OF BUSINESS

Call to Order

Special Programs If a Serious Nature (If any)

Reading of Minutes

Financial Reports

Committee Reports

Unfinished Business (If any)

New Business

Special Programs (If any)

Adjournment

Recreation and/or Refreshments (If any)

PARLIAMENTARY PROCEDURE
Outline

I. "ORDERS OF THE DAY" OR ORDER OF REGULAR MEETING

A. Call meeting to order

B. Reading of Secretary's Report or Minutes

C. Statement of the Treasurer's Report

D. Report of Standing Committee

E. Report of Special Committee

F. Special Orders

G. Unfinished Business

H. New Business

I. Adjournment

II. THE SECRETARY'S MINUTES SHOULD INCLUDE:

A. Type of Meeting - regular, special or adjourned

B. Name of Club

C. Date, Time and Place of Meeting

D. Presence of President and Secretary or names of their substitutes

E. Action or minutes of previous meeting accepted as read or as corrected

F. Reports read and approved

G. Account of all the motions or principle items of business brought up at the meeting with the names of the origination of each motion

H. The action taken on each item or record of all votes

I. Copy of adopted resolutions filed with minutes or copies into them

J. Time adjournment

K. Signature of the Secretary

III. TREASURER'S REPORT - A CURRENT FINANCIAL STATEMENT OF THE ORGANIZATION STATING:

A. Receipts

1. Balance on hand as of date of last meeting

2. Itemized accounting of income

3. Total

B. Expenditures

1. Itemized account of all money spent since last meeting

2. Balance on hand as of the date of present meeting

3. Total

C. Signature of Treasurer

IV. TYPES OF COMMITTEE REPORTS

A. Standing - permanent committees set up in the constitution.

B. Special - a committee appointed by the President to perform some specific task. This committee is temporary and is dissolved upon completion of report.

V. SPECIAL ORDERS - motions or items of business, previously postponed, to be brought up at this particular meeting. (Example: A motion tabled previously to be placed on table at this specific date.)

VI. UNFINISHED BUSINESS - any items not completed at the last meeting, or any item bearing on some previous action of the organization.

VII. NEW BUSINESS - any new idea or item to be presented to the organization.

VIII. METHOD OF DISCUSSING A MOTION OR QUESTION

A. Rise

B. Address President

C. Receive Recognition

D. Discuss

IX. METHODS OF VOTING

A. Voice

B. Show of Hands

C. Rising or Standing

D. Ballot

E. Roll Call

F. General Consent

X. BALLOT VOTE

Purpose - secrecy

Ordinary use:

A. Elections

B. Trial of Members or Officers

C. Reception of Members

XI. MOTION TO ADJOURN - This motion upon being seconded is not open for discussion. Present immediately, state question and bring it to a vote.

XII. ROLL CALL VOTE - Secretary calls roll and each member answers "Yes" or "No" with Secretary recording vote.

XIII. TWO-THIRDS VOTE - means two-thirds of the votes cast unless specified in Bylaws as two-thirds of membership.

XIV. MOTIONS REQUIRING TWO-THIRDS VOTE

A. Rescind

B. Annul

C. Repeal

D. Discharge of Committee

E. Suspend Rules

F. Move Previous Question

XV. MAIN MOTION - New question or matter brought before organization for consideration and action.

A. Requires a Second

B. Is Debatable

C. May be Amended

D. Requires a Majority Vote

E. May be Reconsidered

F. May be rescinded if the intent of the motion has not been fulfilled. Privileged, incidental and subsidiary motions take precedence over main motions.

XVI. AMENDMENTS - A motion to amend is a proposition offered to change or alter the motion on the floor. The first amendment may be amended, but the second amendment must be an amendment to the first amendment and not another amendment to the main motion.

A. Requires a Second

B. Is Debatable

C. Can be Amended (second amendment cannot be amended)

D. Requires a Majority Vote

E. May be reconsidered

F. May be rescinded

G. Must be germane

XVII. METHODS OF AMENDING A MOTION

A. Adding words

B. Striking words

C. Inserting words

D. Striking and inserting words

E. Substituting words

XVIII. TO COMMIT OR REFER - Motion made to permit and question to be investigated further and not put into proper form for consideration or organization.

A. Requires a Second

B. Can be debated

C. Can be amended

D. Requires a majority vote

E. Cannot be reconsidered after the committee begins work, but the committee may be discharged by a two-thirds vote

F. Cannot be rescinded if action has been taken

XIX. MOTION TO TABLE - Enables the organization to put aside any question under discussion in order to attend to more urgent business.

A. Requires a second

B. Cannot be debated

C. Cannot be amended

D. Requires a majority vote

E. Cannot be reconsidered

F. Cannot be rescinded

XX. MOTION TO TAKE FROM TABLE - Brings before the house a motion which has been tabled in exactly the same condition as when it was tabled.

A. Requires a second

B. Is not debatable

C. Is not amendable

D. Requires a majority vote

E. Cannot be reconsidered

F. Cannot be rescinded

XXI. MOTION TO RECONSIDER - Makes possible a change of vote on an original motion in the event additional evidence has become known which might influence the vote of members.

A. Requires a second

B. Is debatable if the original motion is debatable

C. Cannot be amended

D. Requires a majority vote

E. Makes of motion must have voted with prevailing side - the side having most votes

XXII. MOTION TO SUSPEND THE RULES - Is made to set aside temporarily home established rule which prevents expediting business in the most efficient manner.

A. Requires a second

B. Is not debatable

C. Cannot be amended

D. Cannot be rescinded

E. Cannot be reconsidered

F. Requires a two-thirds vote

XXIII. MOTION TO RESCIND, REPEAL, ANNUL - Is made for the purpose of cancelling, rescinding or annulling a motion.

A. Requires a second

B. Is debatable

C. Can be amended

D. Requires a majority vote if notice has been given at the previous meeting; requires two-thirds vote if no notice has been given

E. Cannot be rescinded provided action has been taken

XXIV. QUESTION OF PRIVILEGE - Is request applying to the rights and privileges of members such as:

A. Question relating to organization of the assembly

B. Question relating to comfort of members (heating, lighting, ventilation, freedom from disturbances)

XXV. MOTION TO RISE TO QUESTION OF PRIVILEGE - may be made when request denied

A. Requires a second

B. Is debatable

C. Can be amended

D. Cannot be reconsidered

E. Requires a majority vote

F. Cannot be rescinded

G. Is not out of order when another member has the floor

XXVI. CALL FOR ORDER OF THE DAY - Enables member to bring up business at time set when chair has failed to do so

A. Does not require second

B. Cannot be debated

C. Cannot be amended

D. Requires a two-thirds vote if membership wishes to continue the business which the order of the day is interrupting

E. Cannot interrupt business if it is the general order of the day

F. Is a special order is to be made, it requires a two-thirds vote which gives it precedence over a pending motion and may be made interrupting

XXVII. QUESTION OR ORDER - Permits members to challenge a real or supposed error in parliamentary procedure

A. Requires a second

B. Is not debatable

C. Cannot be amended

D. Requires a majority vote when put to a vote

E. Is always in order

F. Takes precedence over the pending question

XXVIII. MOTION TO APPEAL FROM THE DECISION OF THE CHAIR - Enables member to have voice in the decision rendered

A. Requires a second

B. Is debatable, except when it relates to indecorum, priority of business, infraction of rules of speaking, or when it is made during division of assembly

C. Cannot be amended

D. Cannot be reconsidered

E. Requires a majority vote (in case of tie vote, the chair's decision is sustained)

F. Is in order while another member has the floor

G. Yields to privilege motions and to motions to lay on table

XXIX. MOTION TO ADJOURN - Is to bring to a close the meeting

A. Qualified Adjournment

1. Requires a second

2. Is debatable

3. May be amended

4. Cannot be reconsidered

5. Requires a majority vote

6. Time fixed cannot be beyond the time of the next regular meeting

B. Unqualified Adjournment

1. Requires a second

MOTIONS

MOTIONS IN PRECEDENCE

Time and Place to Adjourn #

To Adjourn #

To Take Recess#

Question of Privilege #

Call for Orders of the Day #

PRIVILEGED

Point of Order #

Appeal #

*Objection #

To Read Paper #

To Divide a Motion

To Withdraw a Motion

*To Suspend the Rules #

*To Limit Debate #

*Previous Question #

INCIDENTAL

To Lay on the Table #

To Postpone to a Definite Time #

To Refer to a Committee #

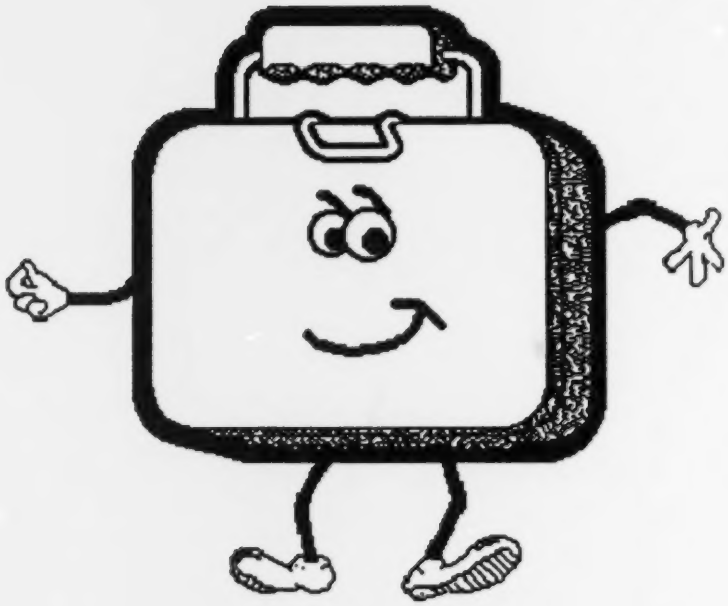
To Amend the Amendment #

To Amend

Main or Principal Motion

* 2/3 Vote Required # Not Debatable

PRESIDENT



DUTIES AND RESPONSIBILITIES

CHAPTER III
DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

The person accepting the office of President assumes the responsibility of doing everything possible to make his or her HOSA group a stronger, better organization than it was before he/she was installed as President.

The President will need the latest edition of the Official HOSA Handbook, and a copy of Robert's Rules of Order – Newly Revised, the accepted book on parliamentary procedure for HOSA. From these two books, the President should learn his/her part in all meetings and the basic rules of parliamentary procedure. This information will enable the President to preside at meetings and function in all other expected capacities efficiently.

An effective President will be familiar with the HOSA Constitution; will have a working knowledge of the Region, State and National Program of Activities; will understand the organization and operations of HOSA; and will know the names of the Region, State and National officers.

The President MUST realize that he/she cannot assume the responsibility of doing everything. The President's task is to "direct" and "guide". The ability to delegate responsibility without being "bossy" must be cultivated and practiced.

At times during the year, the President will need to appoint committees. As a rule, appointments to a committee should be done during a meeting. The President should spread the responsibilities of serving on committees by giving such jobs to several HOSA members, and by not using the same members over and over. A mixture of experienced members and younger members should be sought for each committee. Committee work provides opportunities for leadership training. The President is an ex-officio member of all committees, and may help in the efficient and effective operation of any committee, if it becomes necessary.

The President will need to work closely with the advisor(s) in planning meetings. Meetings with officers and chairpersons of all standing committees are valuable aids in planning for meetings. The President presides over all such meetings, directs the discussion, sees that all plans for meetings are made and then announces specific topics for meeting discussion several days prior to the meeting.

The President is often called upon to represent his/her organization at civic clubs, national and state education and professional associations, and other community organizations. Speaking at meetings is a common assignment. A knowledge of HOSA history and facts about local chapters, the state association and national association will be very helpful in making such presentations.

When presiding, the President should not take part in the discussion other than to see that the question before the chapter is clearly understood before action is taken. The President should not take sides. Should he/she wish to discuss the question, the Vice President should be asked to preside until the President has expressed his/her option. The President works for the good of the entire organization.

The duties of the President are:

To LEAD the organization

To PRESIDE at business meetings, and

To APPOINT committees.

In LEADING the organization:

1. Show intense interest in the HOSA program and be optimistic about its success.
2. Seek to inspire interest and optimism in others.
3. Make the group aware of your abilities and willingness to work.
4. Show tolerance of the sincere convictions of others.
5. Be sympathetic toward the problems of others.
6. Be willing to accept responsibility, and to share responsibility with others.
7. Give proper recognition to others for work well done.
8. Be able to lead a discussion democratically.
9. Be willing to come to conclusions based solely on the facts pertaining to the particular case.
10. Be pleasant and cheerful.
11. Keep the school administration informed of HOSA activities.

When PRESIDING at business meetings:

1. Know the rules of parliamentary procedure.
2. Have minutes of previous meetings approved.
3. Follow a definite order of business.

4. Recognize a speaker when he/she is standing and after the Chair has been properly addressed.

5. Confine discussion and motions to business that is before the house.

6. Make sure that motions and amendments are clearly understood.

7. Require seconds to motions and amendments before proceeding.

8. Call in individuals when they can make valuable contributions.

9. See that all members are given the privilege of speaking to the motion before proceeding.

10. Encourage timid members to take part in the meeting.

11. Be sure all members understand the motion and the consequences before calling for a vote.

12. Take the vote so that each member will feel free to vote as he/she chooses.

13. Call for a standing vote whenever it seems that the members might be dissatisfied with the vote count, or when the vote is close.

14. Make every matter of business a democratic expression of the group.

15. See that the Secretary is making proper record of the proceedings.

16. Ask for the advisor's opinion if necessary.

17. Call for order when necessary.

18. Refrain from doing most of the talking – the President directs the discussion.

In conducting meetings:

1. See that the meeting room is ready, and that all paraphernalia is in place.

2. Know your part, and see that others know their parts.

3. Speak distinctly and with proper enunciation.

4. Conduct all meetings with dignity.

When APPOINTING committees:

1. Seek advice from others on the Executive Committee and the advisor before making appointments.

2. The individual should be consulted before an appointment. Give consideration to the individual's abilities and willingness to accept responsibility.

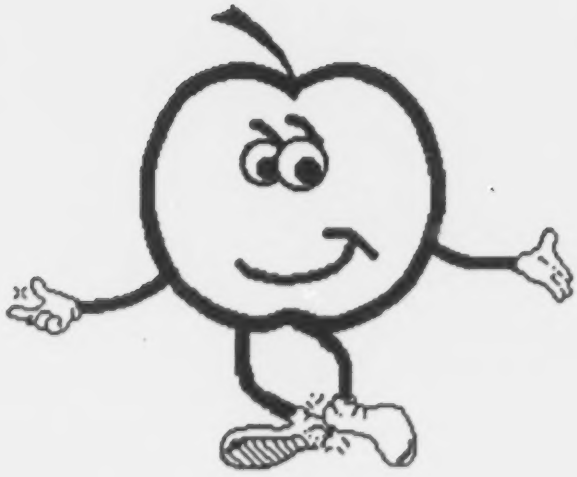
3. Keep in mind the nature of work to be done by the committee.

4. Use new members on committees with experienced members.

5. Distribute responsibilities and opportunities to achieve among all members.

6. Be sure the members of the committee understand what is to be done, and any deadlines that need to be met.

VICE PRESIDENT



DUTIES AND RESPONSIBILITIES

CHAPTER IV
DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT

A slate of capable officers is an important requirement for a successful HOSA organization. The officers must remember that they were selected to lead their chapter(s) in accordance with the constitution of the organization. (In conjunction with state and national constitutions and bylaws.) In accepting the office of Vice President, a person assumes the responsibility of ding everything in his/her power to make a stronger, better organization than it was when he/she was installed. If the Vice President has this purpose in mind, the activities of the organization will be successful.

By believing in HOSA and having a willingness to work and learn, the Vice President becomes a credit to the organization, the school and the community. In properly organized chapters, the Vice President is one of the busiest officers in the chapter. The Vice President must have a firm command of his/her position; must know the motto, aims and purposes of HOSA; and must possess the ability to handle meetings in accordance with parliamentary procedure. The vice President who accepts the challenge of the office, lives up to the duties and responsibilities, and tried to fulfill the goals of the organization, will be an asset to all of those with whom he/she comes in contact.

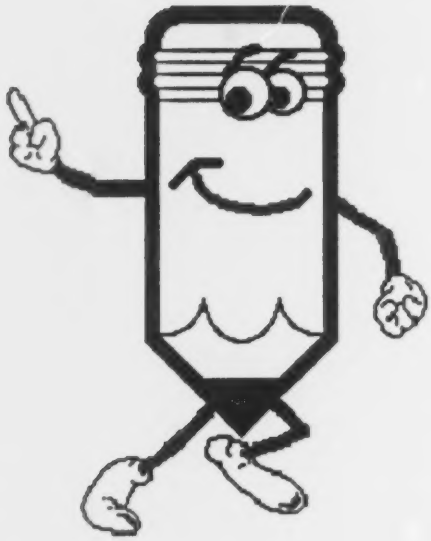
One of the most important jobs of the Vice President is to assist the President to develop the program of activities early in the year. This should be done with the cooperation of all officers and committee chairmen. The Secretary should have a copy of the completed program in the Secretary's Book. The vice President should make sure that a copy of the program of activities for the year is mailed to the State Advisor. This means that the Vice President should be knowledgeable of how to set up programs for the organization;s local, region and state meetings. Programs should be planned well in advance of the meeting, posted on the bulletin board, and notices mailed if appropriate.

The Vice President is responsible for the arrangement of the meeting. The room should be arranged according to the plans for the meeting. The correct paraphernalia should be in the proper position.

Briefly, the duties and responsibilities of the Vice President are to:

1. Assist the President.
2. Take charge of planning and carrying out the activities as assigned by the President.
3. Preside in the absence of the President.
4. Plan and initiate ceremonies for new members with assistance from the advisor(s).
5. Serve as ex-officio member of all standing committees.
6. Collect all committee reports.
7. Be prepared to assume duties and responsibilities of the President.

SECRETARY



DUTIES AND RESPONSIBILITIES

CHAPTER V
DUTIES AND RESPONSIBILITIES OF THE SECRETARY

A good Secretary contributes much toward the efficiency of an organization. Some organizations have one or more recording and corresponding secretaries while others have only one Secretary who performs all the duties belonging to that office. Whether your organization has one secretary or more than one, you may find the following list of suggested duties helpful.

1. Keep complete and accurate account of proceedings of the organization's business meetings and the meetings of officers. Minutes of meetings should include:

    a. Name of organization

    b. Kind of meeting

    c. Place, date and time

    d. Name of presiding officer

    e. Approximate number present

    f. All business proceedings

    g. Reports of committees, motions stated and action taken

    h. Signature of secretary only (do not sign "Respectfully Submitted")

2. Keep a membership list and record of attendance at meetings.

3. Serve as ex-officio member of the Membership Committee.

4. Call meeting to order in absence of the President and Vice President and entertain a motion for a temporary chairperson.

5. Prepare minutes of meetings and call the President's attention to any unfinished business.

6. Count the vote on either side when a vote is taken by the raising of hands or standing, unless tellers have been appointed.

7. Read correspondence directed to the group.

8. Answer all correspondence promptly and file the letter and the reply for future reference.

9. Collect and record reports of all committees and all written resolutions.

10. Advise the President on matters of business to be taken up or business procedures to be followed.

11. Include in the Secretary's Book the following:

    a. Minutes of meetings

    b. List of officers (may record local, region and state officers)

    c. List of committees

    d. Local and state Constitutions and Bylaws

12. The Region and State Secretaries must send a copy of all minutes to the State Advisor within three (3) weeks after meeting.

Suggestions For Recording Minutes

Several days before a regular meeting, the President and Secretary should check the program of activities.

At the time of the regular meeting, the Secretary should read and record any corrections to the minutes . . .and should read the order of business when called upon by the President. When a rising vote is taken, the Secretary should count and record the vote. It is the responsibility of the Secretary to record each motion, as made and seconded, and state whether it passed or was defeated. Any correspondence of interest should also be read in its proper place on the program by the Secretary.

Following the meeting, rewrite the minutes of the meeting in order. Following their approval at the next regular meeting, a copy should be entered into the Secretarial Records. A well-kept set of records will be neat and accurate. A good Secretary will keep records throughout the year. The Secretary should also check with the advisor for appropriate records to be sent to the HOSA Advisor.

Other duties of the Secretary are to fill out and issue membership cards, prepare reports and maybe certain contest entries.

The Secretary sometimes is called upon to serve as chairperson in the absence of other officers. This requires a knowledge of parliamentary procedure, the constitution and bylaws of both the local and state organization, and the local and state program of activities.

The following suggestions may be helpful to the Secretary in recording minutes:

1. Use a uniform heading for reports. Such headings should include: identification of the meeting; date; place; time (usually); members present (use number if group is large, use individual if group is small).

2. Cooperate with the other officers at all times.

3. Keep complete, accurate records of all meetings.

4. Help plan all meeting programs.

5. Attend to official correspondence.

6. Have on hand at each meeting the necessary equipment and supplies to carry out the assignment.

7. Familiarize yourself with the local, regional and state bylaws, policies and procedures.

8. Keep the record of attendance at any officers' and organization meetings.

9. Keep in mind that the Secretary is the person who keeps the chapter together, preserves the official record, and in many respects is the executive officer of the chapter.

TREASURER

DUTIES AND RESPONSIBILITIES

CHAPTER VI
DUTIES AND RESPONSIBILITIES OF THE LOCAL AND REGIONAL TREASURER

The first duty or responsibility of the treasurer is to learn from the advisor what the tasks of the treasurer are in the handling of the organization's money.

At the beginning of the year, the treasurer should have a new copy of the official treasurer's book, and the complete records of the outgoing treasurer. The records should be audited before they are transferred.

The treasurer should fill in the first few pages of the Treasurer's Book as soon as possible. Auditing and Budget Committees should be appointed early in the year. The membership role should be copied alphabetically, with the members' last names first. Chapter, state and national monetary assessments should be recorded in their respective columns.

The treasurer should make, immediately after taking office, a complete inventory of equipment, books and paraphernalia, with assistance from the outgoing treasurer and the advisor. This inventory should be recorded in the Treasurer's Book as soon as completed.

It is the treasurer's responsibility to keep a record of the income and expenses during the year. In order to do this, an adequate supply of deposit slips and an up-to-date Treasurer's Book should be maintained.

The treasurer is responsible, under the supervision of the advisor, for collecting the monetary assessment immediately after the school year begins. The treasurer should know what state and national dues are. It is the responsibility of the treasurer of the local chapter to work with the local advisor in sending to the state advisor the state and national monetary assessment before the deadline set forth in the state program of activities. Additional monies due the state and national organizations for students affiliating later in the year should be forwarded to the state advisor as they come in. The treasurer should be familiar with all types of membership in the HOSA organization, and the monetary assessment for each.

The treasurer, under the supervision of the advisor, should prepare the deposit slips and make deposits. The deposit information should be prepared in duplicate, in order that accurate, itemized records be kept on file.

The treasurer should not get behind with his/her record keeping. The Treasurer's Book should always be kept up to date. When cash is received, a receipt should be issued and a stub kept. When disbursements are made, a receipt for each disbursement should be kept. These should be filed as supporting evidence of expenses and receipts. The account should be balanced at regular intervals, and the cash on hand checked against the balance shown in accounts. At the end of the year, the treasurer's record should be audited by the auditing committee and approved by the school administration, or according to school policy.

The treasurer is the key person in preparing the budget. he/she should be assisted by the budget committee and the advisor. Copies of the budget should be placed in the Treasurer's Book as soon as the budget is approved. The budget should be carefully worked out by this group, and careful attention should be given items requiring expenditure of funds during the year. Possible expenditures common to most organizations would include state and national monetary assessments, secretary and treasurer books, stationery and stamps, HOSA jewelry, projects and banquets.

The advisor and treasurer should always go over the budget before it is approved by those responsible for the program of activities. A double check may prevent overexpenditures.

VERY IMPORTANT – The Treasurer's Book, when completed, is to be filed as a part of the official records. It should never be torn up or disassembled to be used as a part of another year's Treasurer's Book. The Treasurer's Book contains records which should be available for use any time it is needed.

A good treasurer contributes much toward the efficiency of the organization, and should be accurate, prompt and resourceful. some suggested duties are:

1. Receive and act as custodian of funds.
2. Collect monetary assessments, send in state and national monetary assessments by November 1, accompanied by a list of members (local chapters).
3. Keep financial records (state treasurer work closely with state advisor).
4. Pay out funds as authorized.
5. Encourage systematic savings.
6. Keep books available for any active chapter members to view.
7. Be responsible for any shortage of funds.
8. Make a report to the members from time to time on the financial status of the organization.
9. Serve as chairperson of the Finance Committee.

<u>Suggestions for Keeping Financial Records</u>

The records herein are samples only. It is not expected that the treasurer will, necessarily, follow them in detail. It is hoped that the samples illustrate usable forms for keeping financial records.

The budget should be formulated in accordance with the needs as revealed in the program of work and the income which seems possible. All the activities which will cost

money should be listed and the estimated amount given under "Expenditures". Taking a look at last year's treasurer's report will be helpful. After it is known how much money will be needed to carry out the program of work, the next step will be planning to secure the amount of money needed. Some sources of income may be contributions or monetary assessments from members, money-making projects and, in some instances, contributions from civic organizations.

A sample budget is shown. Column on the extreme right is a record of the actual income and expenditures during the year.

As each member pays local, state, and national monetary assessment, the name and the amount paid should be entered on the "Record of Membership Paid".

A sample record for keeping the income is given. As the treasurer receives funds from other sources, record the date received, and the amount under the appropriate columns.

If you have a computer available, you may want to use either a spread sheet or a data base or both to keep track of your records.

Requirements of the Treasurer

1. All receipts and disbursements must go through a reconciling account, such as commercial bank or school office.

2. A yearly financial report must be prepared stating main itemization of receipts and disbursements and balancing with the reconciling account whether it be a commercial bank or school office signed by a local chapter advisor. A copy of this report along with other records will then be turned over to the new treasurer.

3. A bound disbursement book (such as a receipt book) shall be kept of all disbursements with the signature of person receiving money from the treasurer. Attach invoices or purchase information to copy of receipt and file.

4. Issue receipts for all monies received by the Treasurer.

5. Retain a copy of all receipts in the book to verify total cash deposits and cash receipts.

6. All deposit slips made with either school banks or commercial banks shall be kept to reconcile with cash, journal, and receipt book copies.

7. The Regional Treasurer must send a Treasurer's Financial Report to the State Advisor at the end of the year.

Recommendations for the Treasurer

1. Keep two main journals -- cash receipts and cash disbursements.

2. Where money is not quickly obtainable, a separate cash account may be set up for Petty Cash with a maximum of $50 (depending on the school policy). Petty cash may be reimbursed as needed from the main fund through the cash disbursements journal.

FOR LOCAL CHAPTERS

MAKE CHECK PAYABLE TO: Florida Association, HOSA

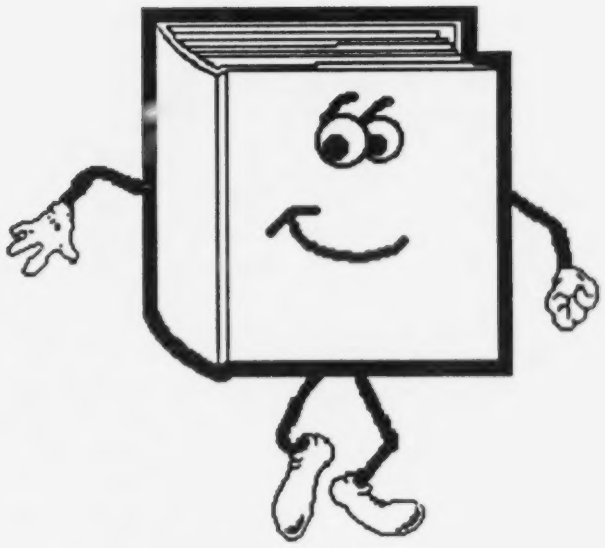
SEND STATE ASSESSMENT TO: State Advisor, HOSA
Health Occupations Education
Department of Education
FEC -Room 1224
Tallahassee, FL 32399

SEND NATIONAL ASSESSMENT TO: HOSA Headquarters
P.O Box 610755
Dallas-Ft Worth Airport, TX
75361-0755

The State Treasurer Responsibilities

In addition to presenting the Treasurer's Report at all Board of Director's Meeting, the State Treasurer is also responsible for the records of any state charitable fundraising activities sponsored by Florida, HOSA. The treasurer will also sit as a member of all fundraising committees organized on the state level of Florida HOSA. The State Treasurer works closely with the State fiscal agent assigned to HOSA.

HISTORIAN



DUTIES AND RESPONSIBILITIES

CHAPTER VII
DUTIES AND RESPONSIBILITIES OF HISTORIAN

The HOSA organization cannot hope to have a successful year without interested hard-working officers.

The Historian/Reporter should meet at least the following minimum qualifications:

1. Be interested in HOSA.
2. Be able to write a legible hand.
3. Be able to write or be willing to learn to write a news item or a news story on chapter activities.

Immediately after being elected to office, the Historian should become familiar with the program of activities. The reporter should probably serve as chairperson of the Information Committee, or be ex-officio chairperson in a large organization. This will make him/her responsible for getting it carried out.

An active Historian/Reporter will not miss an opportunity to get news of the chapter(s)/ region(s) before the public. Many possibilities are open to utilize. School papers, county papers, local and state newsletters are always wanting news items.

The best HOSA news is local news. This sort of news is happening continuously when chapters have underway a sound, challenging program of activities. Local people are interested in local news. You, as Historian/Reporter, are interested in the activities of your chapter and region. The editor of your local paper is interested in the activities of HOSA. The editor of your local paper is interested in the activities of the people who live in the patronage area of paper, which includes members of your chapter. For this reason, you should get well acquainted. Find out what the editor wants and how the news should be prepared. some editors want facts on a story, others want the story written.

Pictures of individuals or groups of HOSA members who are selected for Region, Sub-Region (District), State or National honors may be used occasionally. Some editors will make the pictures and cuts, others will expect the chapter to furnish them. Remember to find out what your editor wants, then get the information to him/her. After all, he/she is experienced in newspaper work.

A local paper in the State may carry weekly HOSA news items if asked. Get a group of chapters together in your city and try the same thing.

Good reporters are able to recognize news when it occurs. If the local chapter participates in local, state and national HOSA activities, the items listed below might suggest news stories for your.

Region & Sub-Region Contests	Chapter field trips
State Contests	Members receiving honors
National Leadership Conference	Civic Club Programs
State Leadership Conference	Community Service Activities
Sub-Regional Leadership Conference	Region Leadership Conference

Officer for Local, Sub-Region, Region, State & National HOSA

Daily papers usually will have a reporter who will write the story if given the facts. School papers and county papers will usually want the stories written by the reporter. These stories should be carefully written and should be checked by the advisor for accuracy and neatness. Stories should always be typed or written in ink. They should be double-spaced. In most cases, there should be an advance story and a follow-up story.

A column in the local paper, or in the school paper should be headed by the HOSA emblem. The HOSA Advisor should have the emblem.

Time does not permit to offer a course in news writing. However, here are a few suggestions which, if followed, should prove helpful:

Every complete news story can be divided into six parts. The following statement may be remembered about the six parts of a complete news story:

"Keep SIX honest members working with the Organization. They can teach everyone what is necessary to know. Their names are WHAT? and WHY? and WHEN? and HOW? and WHERE? and WHO?

These six questions are all that you need to answer when writing a news story or getting together the facts to be given to the newspaper editor or reporter who will write the story.

The Lead of a News Story - The lead of a news story is the most important part of the story. It is usually one or two paragraphs long. Put into the lead the fact or facts that are the most important.

News can be defined as an event or happening in which a number of persons are interested, and the more people who are interested, the better the story, as far as the newspaper editor is concerned. News is judged as to:

1. Relative importance and value of what is being said and done.

2. Relative importance of person saying or doing something.

3. The "time-factor" of the story.

4. Unusualness.

5. Human interest appeal, or appeal to emotions.

In writing the news story:

1. Use short sentences. Two short ones are better than one long one.

2. Use short paragraphs.

3. Don't use a long word if a short one can be used.

4. Avoid the use of technical words whenever possible.

5. Be sure the facts are accurate, names spelled correctly.

6. State only facts, leave out personal opinion.

7. Omit slang.

Give story to the editor promptly. Don't argue with the editor. Don't fail to have a follow-up story.

It is not always necessary for the Historian/Reporter to write all the news. However, it is his/her responsibility to either write it or get it written.

Chapter Historian/Reporters have other responsibilities. They may have the responsibility of keeping the scrapbook. If this is true, they should collect all news items published during the year, that illustrate the activities. They should be on the alert and secure copies of the stories or news items as soon as they are published. These should be filed until such time they decide to fill in the scrapbook. Filed along with these clippings should be snapshots, important letters, fair and show catalogues, newsletters and other evidence of accomplishments.

RADIO AND TV PROGRAMS

Most local chapters should give at least one Radio or TV program during the year. The Historian/Reporter, as Chairperson of the Information Committee, should work with his/her advisor and members of his/her committee in preparing the program material.

Most programs should follow the question and answer pattern--rather than using a written script. After air time has been secured from the program manager, the person who serves as master of ceremonies should be determined. This may be a station announcer, advisor, or another member of HOSA.

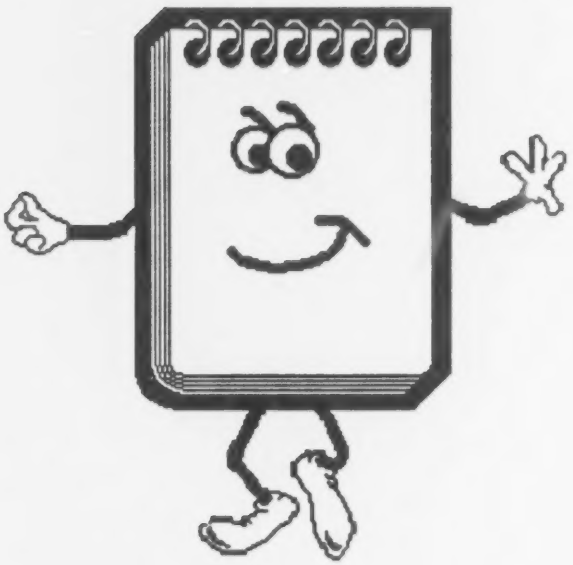
The next step is to decide the topic or activity to be discussed or presented on the show. This may deal with single chapter activities such as participation in the Sub-Region (District), Region, State, or National activities, or a number of chapter activities.

Following the selection of the program subject, a series of good questions should be worked out, which will, when discussed, get the story over to the public. Avoid questions that can be answered Yes or No.

Most stations like to make voice checks of program members and to rehearse at least a portion of the program. Make your plans to arrive at the station at least 15 to 20 minutes in advance of the time of your program.

Good programs are not too difficult to put on, but should always be planned carefully. Be sure to let the people in your community know when the program will be broadcast. This is only one way to let the public become aware of what HOSA is all about.

PARLIAMENTARIAN



DUTIES AND RESPONSIBILITIES

CHAPTER VIII
DUTIES AND RESPONSIBILITIES OF PARLIAMENTARIAN

Assist members in understanding the fundamental purposes of parliamentary procedure: be prepared to advise the presiding officer and other members on points of parliamentary procedure; have reference material pertaining to parliamentary procedure available for each meeting; watch for significant irregularities in parliamentary procedure and call them to the attention of the Chair; and, be prepared to explain any irregularity and its effect on the rights of all chapter members.

Parliamentary procedure is the term used to describe the system of rules by which organizations handle business and set policy. The procedures are designed to take care of business quickly and in a fair and orderly manner. Under the rules, everyone has an equal chance to voice an opinion on any business brought before the house and to bring any matter before the organization which he/she wishes the group to consider.

In order to do the job well, both officers and members should know the rules for proper procedure, but it is imperative that the officer know the proper methods.

Any group can establish rules for itself. An example of this is the United State Senate and House of Representative, who at the beginning of each session adopt the rules which will be in effect for the entire session. The importance of this can be seen in the news dispatches which often report on the parliamentary maneuver which has been used to defeat or advance a bill pending in the Congress. Most groups, however, do not draw up their own rules but adopt Robert's Rules of Order, Revised.

GENERAL RULES

1. A member must be recognized by the presiding officer before he/she may speak.
2. A member should rise to be recognized and remain standing while speaking. This may be modified if the group is small enough to be seated around a table.
3. All remarks made from the floor should be addressed to the presiding officer instead of another member. Do not use a previous speaker's name, but refer to the person by title of "the previous speaker".
4. Care should be taken not to interrupt a member who has the floor. (Floor is used to mean having been recognized and given the right to speak.)
5. All discussion should be carried on before the entire assembly and never in small groups.
6. Members remain seated until the presiding officer announces the adjournment of a meeting.

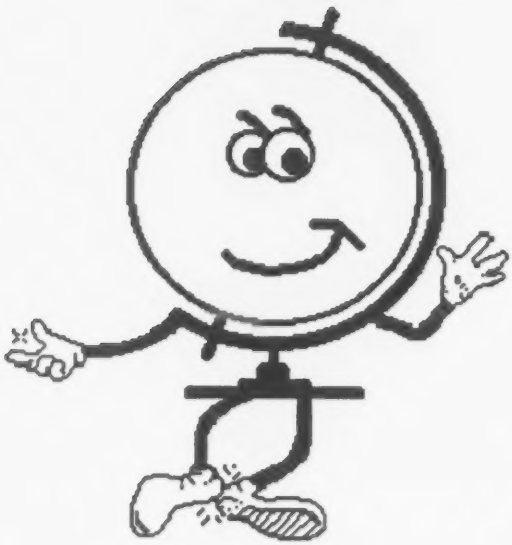
The Parliamentarian should become familiar with how the following problems are governed by Robert's Rules of Order:

1. A parliamentary inquiry
2. A motion to table a motion
3. A motion to suspend the rules
4. A motion to take a motion from the table
5. To postpone action until another time
6. To postpone action until an uncertain time
7. To rise to a point of order
8. A motion to amend
9. To appeal a decision
10. To withdraw a motion
11. To reconsider an action
12. To rescind an action
13. To make nominations
14. How the President may relinquish the Chair
15. How new business is proposed
16. How voting is done
17. How business is referred to committees

The Parliamentarian should know his/her duties and functions in handling:

1. Points of order brought up by members
2. Questions asked of the presiding officer
3. Errors in procedure

OTHER OFFICERS



DUTIES AND RESPONSIBILITIES

CHAPTER XI
OTHER OFFICERS

Reporter:

The Reporter and the Historian organize themselves to publicize and report on programs and events in newspapers, radio and other media available to them.

Sergeant-At-Arms/Sentinel:

The Sergeant-At-Arms/Sentinel may:

Prepare the meeting room according to the needs of the organization and the evening's program, i.e., chairs, tables, lights, ventilation, blackboard, etc.

Serve as door-keeper and messenger as needed.

Put the room into orderly condition following the meeting, returning properties, etc.

Serve as the chairman of one of the organizations standing committees, such as Projects, Sports, Recreation, etc.

FLORIDA ASSOCIATION, HOSA
Regional Officer Qualifying Exam

This examination is composed of two parts and is required by Article VI, Section 3-D of the Florida Association, HOSA Bylaws. Part I relates to information about HOSA. Part II relates to Parliamentary Procedure. Please complete all sections of this examination. Please write the appropriate answer(s) on the answer sheet according to your advisor's instructions.

Part I - Health Occupations Students of America (HOSA) Information

1. The HOSA Motto is:

2. The Florida HOSA State President for this year is:

3. The Office of Florida HOSA is in what city?

4. On the HOSA emblem, what symbolizes the continuity of health care?

5.On the HOSA emblem, what symbolizes the three aspects of humankind's well-being: social, physical and mental?

6.On the HOSA emblem, what symbolizes the caring of each HOSA member?

7.On the HOSA emblem, what symbolizes all of humankind?

8.What are the HOSA colors?

HOSA CREED

I BELIEVE in the (9) _____ Care profession.

I BELIEVE in the (10) _____ for which I am being trained; and in the (11) _____which my training offers.

I BELIEVE in (12)_____.

I BELIEVE that through education I will be able to make the greatest use of my (13) _____, knowledge and experience in order to become a contributing member of the health care (14)_____ of my community.

I BELIEVE that by using the knowledge and(15)_____ of my profession I will become more aware of (16) _____. Through fulfilling these goals I will become a more responsible (17)_____.

I BELIEVE that each individual is important in his or her own right; therefore, I will treat each person with (18) _____ and love. To this end, I dedicate my training, my (19) _____ and myself to serve through (20)_____ _____ _____ _____ _____.

Part II - Parliamentary Procedure

A. Order of Business - Place in proper order by numbering 1-10 on the answer sheet.

1._____ adjournment
2._____ roll call
3._____ reading of minutes
4._____ treasurer's report
5._____ special committee reports
6._____ new business
7._____ unfinished business
8._____ standing committee reports
9._____ call to order
10._____ announcements

B. Fill IN THE BLANKS

1. The person who is presiding over a meeting is called the:

2. Official representatives of an organization are:

3. A slip of paper or a printed form used in secret vote is a(an):

4. To close or terminate a meeting is to:

5.To change a motion by adding, substituting or striking out words is to:

6. An action presented before the assembly to ask for a vote is:

7. A motion to put business aside until a later time is:

8. One who collects and count votes is:

9. Organized and controlled discussion or argument is:

10. A record of a meeting, kept by the secretary:

11.The treasurer's report is filed for:

12. A majority of the members is called a(an):

13. Business is brought before the group in the form of a(an):

14.To announce support of a motion made by another member is to:

15. The right to speak, recognized by the chair is called having the:

C.TRUE OR FALSE - Please write true or false on your answer sheet.

_____1. A president should leave the chair if he/she wants to take part in the debate.

_____2. A speaker may be interrupted to rise to a point of order.

_____3.A main motion does not require a second.

_____4.The Secretary and Treasurer may not make motions, debate or vote.

_____5.The chairman has the right to close debate.

HOSA REGIONAL OFFICER
Qualifying Exam - Answer Sheet

PART I

1. The Hands of HOSA Mold the Health of Tomorrow
2. (give appropriate answer for the year)
3. Tallahassee
4. The circle
5. The triangle
6. The hands
7. The person
8. Maroon, navy and white
9. Health
10. profession
11. opportunities
12. education
13. skills
14. team
15. skills
16. myself
17. citizen
18. respect

19. skills

20. Health Occupations Students of America (HOSA)

PART II ANSWERS

A. 1. 10
2. 2
3. 3
4. 4
5. 6
6. 8
7. 7
8. 5
9. 1
10. 9

FILL IN THE BLANKS

1. Chairman
2. Delegate
3. ballot
4. adjourn
5. amend
6. call the question
7. lay on the table
8. teller
9. debate
10. minutes
11. audit
12. quorum
13. motion
14. second
15. floor

TRUE OR FALSE

1. True
2. True
3. False
4. False

POLICIES AND PROCEDURES MANUAL

1st Edition

Florida, HOSA

1989

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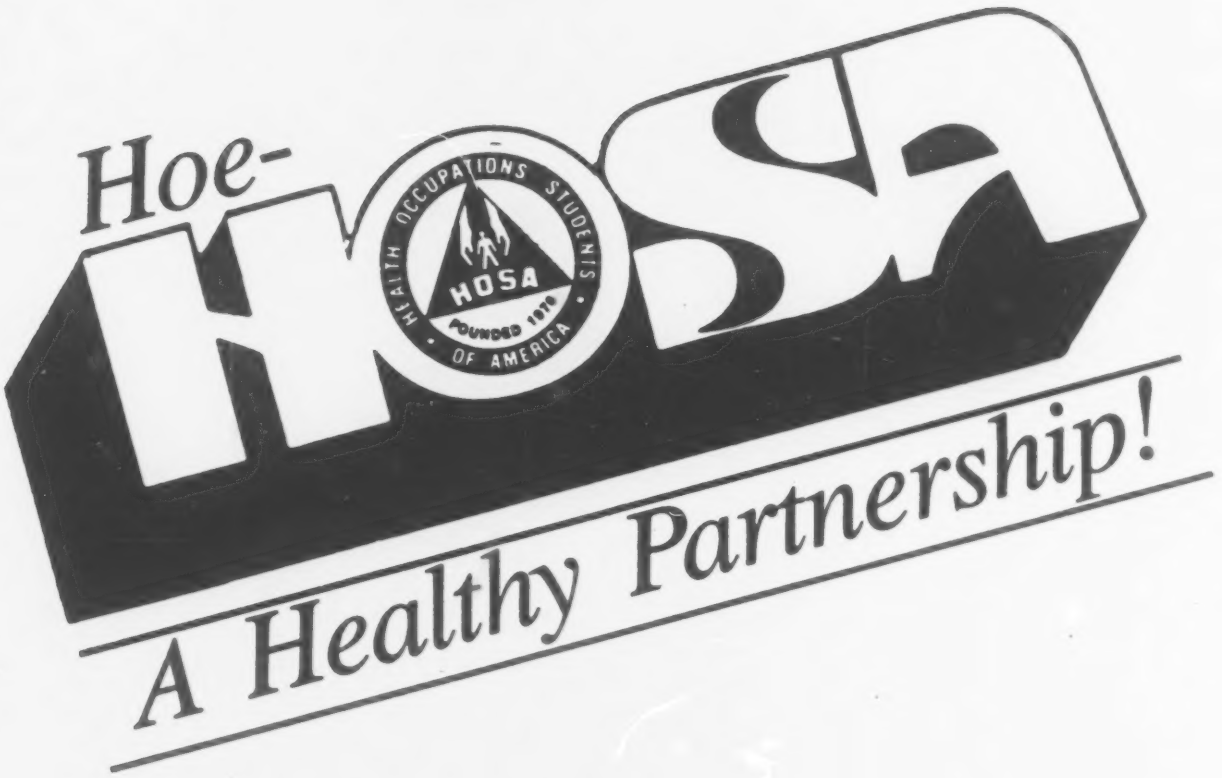

POLICIES AND PROCEDURES MANUAL

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HOE - HOSA PARTNERSHIP

POLICIES AND PROCEDURES MANUAL

FLORIDA, HOSA

Edited by

Janice R. Sandiford, Ph.D.
Florida International University
College of Education
Department of Middle Secondary and Vocational Education
Miami, Florida 33181

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ACKNOWLEDGEMENTS

A big thank you goes to the following Florida HOSA, Regional Advisors for 1988-89 who served on the committee involved in the development and review of this handbook. Without them, the task would not have been accomplished.

Region I
Lily Townsend
Pensacola High School
500 W. Maxwell Street
Pensacola, FL 32501
904 433-8291

Region II

Karen Rumpf
Clay High School
2025 Highway 16 West
Green Cove Springs, FL 32043
904 284-6530

Region III Alpha, Sec.

Laura Moran
Lake Brantley High School
2150 Sand Lake Road
Altamonte Springs, FL 32714
407 862-1776

Margie Smith
Apopka High School
555 W. Martin Street
Apopka, FL 32712
407 889-4194

Region III Alpha, PS

Rose Walls
Orlando Vo-Tech Center
301 W. Amelia Street
Orlando, FL 32801
407 425-2756

Region III Beta

Bonita Sampson
Westwood High School
1801 Panther Lane
Ft. Pierce, FL 34950
305 465-8900

Region IV, Secondary
Lillie Sanders
Hillsborough High School
5000 Central Avenue
Tampa, FL 33603
813 238-9771

Region IV, PS

Judith Lott
Erwin Area Vo-Tech Center
2010 E. Hillsborough Avenue
Tampa, FL 33610
813 238-8631

Region V Alpha, Secondary

Barbara Boyd
Boyd Anderson High School
3050 N.W. 41st Street
Lauderdale Lakes, FL 33309
305 735-0500

Jean Clay
Deerfield Beach High School
910 S.W. 15th Street
Deerfield Beach, FL 33441
305 481-5600

Region V Alpha, PS

Mary Smith
McFatter Vo-Tech Center
6500 Nova Drive
Davie, FL 33314
305 476-8324

Region V Beta, Secondary

Fredricka Bailey
American Senior High School
18350 N.W. 67th Avenue
Hialeah, FL 33015
305 557-3770

Region V Beta, PS

Jeanette Shahboz
Robert Morgan Vo-Tech Institute
18180 S.W. 122nd Avenue
Miami, FL 33177
305 253-9920

PREFACE

This POLICIES AND PROCEDURES MANUAL is the result of considerable effort by HOSA, Inc., Florida HOSA, and HOSA leaders to synthesize the manner in which the Health Occupations Students of America conducts the business of its association. Since this is a working document, it is reasonable to expect that the document will be constantly evolving as revisions are needed.

This document is based upon the HOSA, Inc., Florida HOSA, and HOSA Bylaws. The Bylaw Committee will maintain the Bylaws and communicate any changes. The **POLICY AND PROCEDURES MANUAL** is maintained by the Florida State Advisor. The form provided in Appendix A is used to submit revisions in the current policy and procedures. The State Advisor will review all recommendations and submit a report to the Florida HOSA Board of Directors at each annual meeting.

It is believed the POLICIES AND PROCEDURES MANUAL provides Florida HOSA and HOSA leaders with a better understanding of how our state organization transacts the business of the association. Any suggestions to improve Florida HOSA policies and procedures should be directed to the State Advisor.

Let me express my appreciation to all those persons who contributed to the completion of this document.

Janice R. Sandiford, PhD
Project Director
June, 1989

I. ORGANIZATIONAL STRUCTURE - HOSA, INC.

A. HOSA, INC.

HOSA, Inc., the legal entity for Health Occupations Students of America, is an incorporated non-profit organization and was chartered in Delaware receiving 501 (c)(3) tax exempt status by the Internal Revenue Service. The object of HOSA, Inc., shall be to sponsor the student organization Health Occupations Students of America (HOSA). The primary documents for the organization are: HOSA, Inc., Articles of Incorporation; HOSA, Inc., Bylaws; HOSA Bylaws; Policies and Procedures; and, National HOSA Handbook.

1. MEMBERSHIP

Qualifications for membership in HOSA, Inc., are specified in Article III, HOSA, Inc., Bylaws. When the appropriate state agency is unwilling to designate HOSA as the official vocational student organization serving health occupations education students, the HOSA, Inc., Board of Directors is receptive to a request from local HOE instructors to establish a state organization. The Board of Directors may designate persons as HOSA, Inc., members when it is reasonable to expect a state association may be chartered within a five (5) year period. An active state association exists when five (5) chapters are affiliated with HOSA. The membership of HOSA, Inc., shall be determined by August 1 of each year and a directory published and distributed by the headquarters staff by September 15.

2. TERM OF OFFICE

The corporate representative for each active state association shall be designated annually.

3. VACANCIES

The Chief State School Officer or the State Director of Vocational Education in a state, territory or other geographic unit shall be responsible for filling the vacancy of its corporate representative. In the absence of a state directive or conflicting circumstances, the HOSA, Inc., Board of Directors may designate persons as corporate members.

4. OFFICERS

The officers of the corporation are specified in Article IV, Section I, HOSA, Inc., Bylaws.

5. AD HOC COMMITTEES

a. Purpose

The HOSA, Inc., Board Chairman shall appoint Ad Hoc Committees when deemed advisable to effect the work of the Association and when the assignment falls outside the normal activities handled by Standing Committees.

b. Responsibility

The Ad Hoc Committee shall only address itself to the specific assignment for which it was appointed.

c. Organization

The HOSA, Inc., Board Chairman, with concurrence of the Board, shall appoint a committee membership capable of handing the assignment. The Chairman shall appoint a committee chairman to direct the activities of the Ad Hoc Committee.

d. Procedure

The committee shall be given the assignment and shall be given the parameters within which the work shall be conducted. If it is necessary for the committee to have a budget in order to carry out its assignment, specific details shall be provided the Ad Hoc Committee by the Chairman of the HOSA, Inc., Board, in consultation with the Executive Director.

The findings of Ad Hoc Committees shall be prepared in written form and presented to the Chairman of the Board with a copy to the Executive Director.

e. Authority

Ad Hoc committees shall have no authority to speak or to take action for the HOSA, Inc., Board outside the activities necessary to carry out their commission as delegated to them by the Board.

6. HEADQUARTERS STAFF

a. EXECUTIVE DIRECTOR

The Executive Director serves as the Chief Operating Officer of the national assocation and is responsible for the daily operation of the headquarters. The Executive Director, or designee, shall serve as liaison to the HOSA, Inc., Board on behalf of the headquarters staff.

II. ORGANIZATIONAL STRUCTURE - FLORIDA

A. HOSA

The name of the organization sponsored by HOSA, Inc., is Health Occupations Students of America (HOSA). Health Occupations Students of America is a national organization of, by, and for students who are or were enrolled in secondary, postsecondary and collegiate health occupations education classes.

B. STATE ASSOCIATIONS

1. MANAGEMENT

The Board of Directors shall manage all affairs of Florida HOSA.

2. BOARD MEMBERSHIP

The membership of the Board is specified in the Florida HOSA Bylaws.

3. BYLAWS

According to the HOSA Bylaws (Article III, Section 1a), HOSA consists of state assocations chartered by HOSA, Inc., which in turn are composed of local chapters. .

4. CHARTER

HOSA State Associations are chartered by the HOSA, Inc., Board of Directors and may be composed of the following divisions: Secondary, Postsecondary, Collegiate and Alumni/Professional. (Article III, Section 2, HOSA Bylaws)

a. Florida HOSA will provide the following support to a new chapter:

(1) One (1) set of all official HOSA publications.

(2) Consultation in activating the organization and its activities.

(3) On-site visit(s) by a state officer and/or representative of the HOSA Board of Directors.

(4) Other assistance as necessary to ensure a successful launch.

b. When it is not feasible to establish a local association, the Florida HOSA Board of Directors may approve a state agency or non-profit organization to sponsor the HOSA chapter in question.

(1) Continuous efforts shall be expended to seek sponsorship of the chapter through the normal process.

(2) Until a sponsoring agency or organization is approved by the HOSA Board of Directors, members and chapters may affiliate on an "at-large" basis directly with the state organization.

c. Active status is achieved when a chapter has a minimum of five (5) members and one advisor.

d. A current state constitution and/or bylaws must be on file at the national headquarters and regional bylaws must be on file at the office of Florida HOSA.

e. There are provisions for revising the state constitution and/or bylaws so that they in no way conflict with the National HOSA Bylaws.

f. All members of the state association shall be members of local chapters in good standing with the state and national organizations. This means that HOSA members must be members of both the state and national organizations.

C. AFFILIATION FEES

State associations in good standing are those who recognize the importance of all HOE students and local and state advisors being affiliated with the state and national organization. Unless a student or advisor is affiliated with the local, state and national organization, he or she should not be regarded as a HOSA member nor receive any rights or privileges thereof.

1. ANNUAL AFFILIATION FEES

Annual affiliation fees shall be established by the local, state and national organizations.

2. DEADLINES FOR PAYMENT OF FEES.

Competitive event participants at state and national levels must be affiliated with National HOSA no later than January 1 if the student is enrolled in the Fall semester; Spring enrollees must be affiliated by March 1 to be eligible for state and national competition or within thirty (30) days of the beginning of a program initiated during the Spring semester. Affiliation fees for postsecondary students who enroll after January 1 must be received by National HOSA on or before March 1 that same year. These students will be members for twelve (12) months. The membership year concludes on December 31 for these students. Chapters will be invoiced upon request; however, full payment must be received by February 1 for Fall enrollees and May 1 for Spring enrollees to be eligible for state and/or national competition. Invoice terms are net 30 days.

3. MEMBER SUBSTITUTION

Chapters may not substitute names on the Chapter Affiliation Application. A member once named and recorded is a member. No substitution of names for program leavers is permitted.

4. WHERE TO SEND PAYMENT.

States will be encouraged to have chapter affiliation monies sent directly to the State Advisor for State dues and to National HOSA for National dues. Where possible, state associations should require chapters to affiliate using the National Chapter Affiliation Application. The white copy should be mailed to the National headquarters, the yellow copy to the State Advisor; and, the pink copy retained in the chapter files.

5. DIRECT AFFILIATION

Those states using direct affiliation must agree to closely monitor their local chapters to ensure all state members are affiliated with National HOSA.

6. LOCAL ADVISOR SPONSOR

Each HOSA chapter must have one or more local advisors who paid an affiliation fee as a professional member.

7. STATE STAFF

All HOE state staff who work with HOSA shall pay an affiliation fee to a state professional chapter or join through a local chapter.

8. BOARD MEMBERS

All Board members and headquarters staff shall be affiliated members in good standing.

9. STATE HONORARY LIFE MEMBERS

All State Honorary Life Members shall be affiliated each year at the expense of the state association.

10. DELEGATES

All delegates in attendance at the State and/or National HOSA Conference should be affiliated with HOSA unless they are a guest who has paid the registration fee designated for non-members.

11. AFFILIATION FEES

Annual affiliation fees for each membership classification shall be recommended and approved by the Board.

12. CHAPTER INACTIVATION

A chapter not submitting the State Chapter assessment postmarked by the announced deadline and the National Chapter assessment postmarked by January 1 shall have its charter inactivated.

D.STATE OFFICERS

1. ELECTED OFFICERS

The elected officers are specified in the HOSA Bylaws. (Refer to Florida Bylaws)

2. DUTIES

The duties of the elected officers are specified in the Florida Bylaws. In addition, the officers shall:

a. Provide guidance, leadership and inspiration and build enthusiasm of all members (students and advisors).

b. Represent the views of the membership, not those of the individual officer or state.

c. Handle correspondance in a prompt and professional manner.

d. Wear the official HOSA uniform when representing HOSA.

e. Submit to the State President and the State Officer Advisor a report each month listing the activities participated in during that month.

f. Carry out their responsibilities but shall not let them interfere with continuing their education.

g. Be allowed to participate in competitive events at State Leadership Conference (SLC) if qualified. Competitive event participation should not pre-empt State Officer duties.

h. Forward all requests received for services to the State Officer Advisor. The State Officer Advisor shall schedule all assignments.

I. Notify the State Officer Advisor immediately of circumstances which prevent carrying out an assignment.

j. Be reimbursed for expenses incurred while performing approved services for the association. Reimbursement for services for state activities shall be arranged for by the State Officer Advisor and the person making the request, and shall be paid for by matching funds by the person/association receiving the service and the state association.

3. CANDIDATES

Officer candidates shall be required to pass the HOSA Information and Parliamentary Procedure Examinations. The qualifying scores of these examinations are determined by the Executive Council and approved by the Board of Directors. Candidates must have at least sophomore classification in high school and be active members of HOSA.

4. DOCUMENTATION OF CANDIDACY

a. A nomination form with a record of HOSA offices held.

b. A verified statement of academic performance for the current school year.

c. A statement of support with the signature of the school principal or vocational director or dean, the signature of the local chapter advisor and the signature of parent or guardian if the candidate is a secondary member. (Article IV, Section 4, HOSA Bylaws)

5. RESIDENCY

As specified in Article IV, Section 5, the State Officers must reside in their state throughout their term of office. Exceptions must be approved by the Executive Council.

6.NOMINATING COMMITTEE

A nominating committee composed of no less than one (1) member of the HOSA Board of Directors, two (2) secondary students, and two (2) postsecondary students shall be appointed by the Executive Council and approved by the HOSA

Board of Directors. This nominating committee shall interview qualified candidates and shall nominate no more than three (3) candidates for each secondary and postsecondary office. Candidates may also be nominated from the floor if they have met the qualifying requirements. A state chapter shall submit no more than one (1) candidate for each student office.

a. The Chairman of the Nominating Committee shall be the State President.

b. The Vice Chairman shall be the HOSA Board member who serves as chairman of the HOSA Nominating Committee.

7. TERM OF OFFICE

Student officers shall be elected by ballot at the annual State HOSA Conference to serve one year or until their successors are selected. In the event a majority vote is not secured by any candidate, interview scores will be used to break the tie.

Terms of office shall begin immediately after the annual conference at which they are elected. State officers may not seek re-election to the same office.

8. VACANCIES

In the event of a vacancy in the office of President, the Vice President shall succeed to that office. In consultation with the President, other vacancies in state offices may be filled by appointment by the State Advisor from the list of nominees for that office. When no previous candidate for that office is available, the HOSA President and State Advisor may select another qualified candidate.

9. REMOVAL

The policy whereby State Officers may be relieved from duty is as follows:

a. Violations of the Code of Conduct as outlined in Appendix B will initially be handled by the Executive Council.

b. If the violation is not resolved by the Executive Council, the Executive Committee will review the situation and recommend action to the State Officer Advisor.

c. If the decision is to remove the state officer, the action must be approved by a majority vote of the Florida HOSA Board of Directors. There is no appeal past the Florida HOSA Board of Directors.

E. HOSA DIVISIONS

1. SECONDARY

The Secondary Division shall be composed of secondary students who are or have been enrolled in a vocational Health Occupations Education program or an organized pre-vocational Health Occupations Education program.

2. POSTSECONDARY

The Postsecondary Division shall be composed of students enrolled in Health Occupations Education classes at less than the baccalaureate level.

3. COLLEGIATE DIVISION

The Collegiate Division shall be composed of college-level students enrolled in health professional programs in pursuit of baccalaureate or graduate degrees.

4. ALUMNI/PROFESSIONAL

The Alumni/Professional Division shall be composed of persons who have been enrolled in Health Occupations Education programs or persons who are associated with or participating in Vocational Health Occupations Education in professional capacities. These may include health professionals or alumni or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Alumni/Professional members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

5. HONORARY MEMBERS

Honorary members shall be persons who have made significant contributions to the development of Health Occupations Students of American and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the Board of Directors of Florida HOSA. Honorary members shall have none of the obligations and all of the privileges of membership except voting, making motions, holding office and competing in events.

6. MEMBERS-AT-LARGE

Members-at-large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with state associations. Members-at-large are not eligible to serve as voting delegates to the State or National Conference or seek elected office.

a. Members-at-Large in in-active regional associations may participate in the competitive events program of a neighboring regional association, if acceptable by the respective regional association. By so doing, said members-at-large may participate in the competitive events program at the State Conference if they achieved first, second or third place at the regional level within their regional delegation.

b. Members-at-Large, who did not participate in a State Conference as described in 6a, may petition the Competitive Events Committee to allow entry and participation at the National Conference.

F. HOSA FOUNDATION

The primary mission of the HOSA Foundation is to provide funds to partially finance scholarships for HOSA Students enrolled in health occupations programs beyond high school.

III. PROFESSIONAL ACTIVITY AND DEVELOPMENT

A. STATE HOSA CONFERENCE

1. PURPOSE

The purposes of the State HOSA Conference are to:

a. Provide a variety of educational and social learning activities at a state level for HOSA members.

b. Provide HOSA members with the opportunity to share common experiences in leadership development, community service and understanding of their vocational health occupations programs.

c. Provide information about current health care issues and concerns at the local level, state and national level in health occupations and the vocational student organizations of HOSA which foster attitudes of ethical practices and respect for the dignity of work.

d. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.

e. Conduct the necessary annual business of the state vocational student organization of the Health Occupations Students of America by the state voting delegates and Florida HOSA Board of Directors.

2. FINANCES

a. The SLC registration fee shall be established by the HOSA Board of Directors and shall be based upon the proposed budget submitted by the State Advisor for approval by the HOSA Board.

b. Registration fees for the SLC shall be in the State HOSA office by the designated date.

c. A late registration fee, as determined by the HOSA Board of Directors, shall be charged for each registration received after the designated date. After the designated date, registrant may be denied participation.

3. ATTENDANCE ELIGIBILITY

a. All HOSA members in good standing are eligible to attend the State Leadership Conference.

b. Each HOSA member attending shall:

(1) Be a member in good standing of HOSA (as defined in the Bylaws).

(2) Have approval of parent or guardian unless the student is of legal age.

(3) Have approval of chapter advisor.

(4) Have approval of school administration.

4. REGISTRATION

a. The State Advisor and/or designee is responsible for registering the state delegation. The deadline for delegate registration will be announced 30 days previous to the State Conference.

b. Chapters complete the Chapter Conference Registration forms and submit them to the State Advisor by the deadline date established. One check for the full amount of the delegation's registration must accompany the registration before it is finalized.

c. All registration fees must be received no later than the designated date to avoid jeopardizing participation in the State HOSA Conference.

d. Each delegate listed on the registration form MUST have a completed Code of Conduct and Medical Liability Release Form attached with appropriate signatures.

e. Non-members may be required to pay the same registration fee as an affiliated member.

f. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, event transportation, Awards Ceremony, conference insurance, registration information, conference program materials, recognition program awards and other general conference operating expenses.

5. REFUND POLICY

a. Requests for refunds must be made by the Chapter Advisor or designee.

b. The refund schedule is:

(1) 100% refund for requests postmarked on or before the deadline date.

(2) 50% refund for requests postmarked on or before two weeks after the deadline date.

(3) 0% refund for requests received after the State Conference begins.

6. HOTEL REGISTRATION

a. The Chapter Advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.

b. If for some reason the Chapter Advisor or designee will not be accompanying his/her delegation at the time of arrival, a Advisor Designee should be selected. Both the Conference Hotel and the Florida HOSA Headquarters should be informed prior to the conference as to the identity of the Designee.

c. Upon arrival at the hotel ONLY THE HOSA ADVISOR SHOULD APPROACH THE HOTEL RESERVATION DESK TO REGISTER THEIR DELEGATION.

7. TRANSPORTATION

For arrival and departure purposes, each chapter is responsible for its own transportation to and from the hotels. The local chapter accepts all liability for travel to, during and from state meetings.

8.CODE OF CONDUCT FORM

Each participant to the State Leadership Conference must have a completed and signed "Code of Conduct Form" attached to the preregistration form.

9. MEDICAL LIABILITY RELEASE FORM

Each participant to the SLC must have a completed and signed "Medical Liability Release Form" attached to the preregistration form. If this is not on file, medical attention may be delayed by the attending physician or institution unless the participant is of legal age to authorize his/her own treatment.

10. COMPETITIVE EVENTS

The primary authority for Competitive Events is the NATIONAL HOSA HANDBOOK, Section B (1988). Policies and procedures for this National Competitive Events Program is provided in Appendix C in this document. Refer to the HANDBOOK for additional information. In Appendix C, the following is presented:

a. Event Preparation
b. Basic Event Regulations
c. General Rules and Regulations
d. Method for Determining Finalists in Competitive Events
e. Competitive Events Inquiry Procedure
f. Competitive Events Inquiry Form

There should be at least three competitors for an event to be held. (It may become a demonstration for observers.) Awards may not be presented in this situation.

11. AWARDS AND RECOGNITION

See HOSA Handbook

12. OFFICER ELECTIONS

The guidelines for running for office are provided in Appendix E and include:

a. Candidate Nominating Procedure
b. Nomination Form for State Officers
c. Travel Policies
d. Statement of Support
e. Candidate Information Resume
f. Candidate Campaign
g. Study Guide for Written Exam
h. Interview Rating Sheet

13. DRESS CODE

Conference attire should be proper and appropriate since it reflects directly upon the state association and National HOSA. Conference participants are to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities. Some activities require offical HOSA uniforms. See Appendix J for the official HOSA uniform policy.

14.INSURANCE

a.Conference insurance shall be provided for all registered participants.

b.Each advisor, for his/her own protection, should secure insurance against accident and/or liability claims while traveling with students.

B. REGIONAL CONFERENCES

1. PURPOSE

The purpose of Regional Conferences is to provide leadership training for state and local officers within a region.

2. FINANCES

Each conference shall be entirely self supporting with no staff overhead charged to the conference.

IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES

A. BUDGET PLANNING AND PREPARATION

1. RESPONSIBILITY

It shall be the responsibility of the Executive Committee, the Board Treasurer and the State Advisor to prepare an annual budget and such other financial resumes and reports as requested by the HOSA Board of Directors.

An annual narrative plan of work shall be developed and presented with the annual budget. This narrative shall present the program of work in terms of anticipated income and expenditures.

2. PROCEDURES

a. The proposed fiscal year budget shall be presented to the members of the HOSA Board of Directors at the December Board Meeting.

b. The HOSA Board of Directors shall adopt the budget for the next fiscal year at the December Board Meeting.

3. INCOME

a. Income shall be derived from affiliation fees as recommended by the HOSA Board of Directors and approved by the Delegate Assembly.

b. The State Advisor shall be charged with the responsibility of soliciting additional income sources: i.e., royalties; advertising; sale of HOSA related materials; publications; and, grants.

c. The HOSA Foundation shall secure donations to be used to supplement the state budget to provide scholarships not available through affiliation fees alone.

d.All income derived from the state conferences shall be recorded in a separately titled account.

4. EXPENSES

a. Students

1. Travel and per diem of the Executive Council in attending the state HOSA Conference shall be reimbursed in accordance with the current budget approved by the Board of Directors.

2.Student officer expenses incurred while traveling at the request of the state association shall be reimbursed in accordance with the current budget approved by the HOSA Board of Directors.

3. Student officer expenses incurred while traveling at the request of the Regional association shall be reimbursed by the region making the request unless matching funds are approved in advance by the State Advisor.

b. Committees

1. The activities to be undertaken by Standing or Ad Hoc Committees shall be determined, when possible, at the annual meetings of the HOSA Board of Directors. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.

2. Travel and per diem expenses for committee activities may be reimbursed when requested through the HOSA Advisor in accordance with the current budget approved by the HOSA Board of Directors.

B. FINANCIAL REPORTING

1. FINANCIAL ADVISOR

The Florida DVACE Budget Director shall serve as financial advisor to the state association and shall designate responsibility for and oversee the receiving, depositing, investing and disbursing of funds by the State Advisor in accordance with the budget approved by the HOSA Board of Directors.

2. INCOME AND EXPENSE SUMMARY WITH BUDGET COMPARISON

It shall be the responsibility of the Florida DVACE Budget Director and the State Advisor to prepare an income and expense summary, to include a comparison of budget and actual income and expenses. This report shall be presented in the Treasurer's Report at each HOSA Board meeting.

3. ANNUAL AUDIT

The Florida DVACE Budget Director and the State Advisor shall arrange for an annual financial audit by an independent accountant(s) who will audit all accounts, prepare a balance sheet and file appropriate records with the Internal Revenue Service.

C. OPERATIONAL PROCEDURES

1. HANDLING OF MONIES

The Florida HOSA Association, Florida Department of Education shall receive and disburse all monies of the state association.

2. EXCESS EXPENSES

a.When category budget amounts exceed the 10% limitation, the HOSA State Advisor, HO Program Director and the Board Treasurer shall indicate a transfer of funds from another category. This recommendation shall be made by the Board Treasurer as a part of their financial report to the Board of Directors.

3. SPECIAL ACTIVITIES

a. The State Advisor must approve any commitment of funds for special activities not previously included in the approved budget of the HOSA Board of Directors.

b. The commitment of funds for a special activity is contingent upon the Executive and Finance Committee developing an acceptable funding source.

V. SERVICE TO MEMBERS

A. NAME AND EMBLEM

1. NAME

The official name of this organization shall be "HEALTH OCCUPATIONS STUDENTS OF AMERICA." The acronym "HOSA" may be used to designate the organization as specified in Article I of the HOSA Bylaws.

2. EMBLEM

a. The emblem was adopted by the delegate assembly during the First National HOSA Leadership Conference held in Oklahoma City, Oklahoma in April, 1978. The design was submitted by the Tennessee State Association of HOSA.

b. The circle represents the continuity of health care; the triangle represents the three aspects of humankind: well-being-social, physical and mental; and the hands signify the caring of each HOSA member.

3. PROTECTION OF NAME AND EMBLEM

Federal law, grounded in Article I, Section 8, Clause 8 of the U.S. Constitution, provides protection for all U.S. citizens who register products of their intellect whether it be a patent on an invention, a copyright on a written document or a trademark and/or logo representative of a business, product, or organization. The official emblem and name of the Health Occupations Students of America - HOSA are registered with the U.S. Patent and Trademark Office on Certificate No. 1,161,488 Serial No. 228,606.

4. AUTHORIZATION FOR USE OF NAME AND EMBLEM

a. The official name and emblem may be used only by members in good standing of active state associations or others granted written permission by HOSA, Inc. to use the name and emblem.

b. The use of the HOSA name and emblem without meeting the above criteria is in direct violation of the law.

5. SPECIFIC USE OF THE NAME AND EMBLEM

a. The official HOSA emblem consists of the following colors:

Background of outer circle - maroon

Letters in circle - medical white

Triangle - navy blue

Hands, figure, HOSA in triangle - medical white

Area around triangle - medical white

Founded 1976 - navy blue

b. The HOSA name and emblem may be used on stationary, jewelry, clothing or other emblematic items by persons meeting the criteria under "AUTHORIZATION FOR USE OF NAME AND EMBLEM."

6. CREED

The official creed of the organization is:

I Believe in the Health Care Profession

I Believe in the profession for which I am being trained; and in the opportunities which my training offers.

I Believe in education.

I Believe that through education I will be able to make the greatest use of my skills, knowledge, and experience in order to become a contributing member of the health care team and of my community.

I Believe in myself.

I Believe that by using the knowledge and skills of my profession I will become more aware of my self. Through fulfilling these goals, I will become a more responsible citizen.

I Believe that each individual is important in his or her own right; therefore, I will treat each person with respect and love. To this end, I dedicate my training, my skills and myself to serve others through Health Occupations of America.

7. MOTTO

The official motto is:

"The Hands of HOSA Mold the Health of Tomorrow"

8. SLOGAN

The official slogan is:

"HOE and HOSA: A Healthy Partnership"

B. EMBLEMATIC MATERIALS

1. PURPOSE

HOSA emblematic materials shall be used by the HOSA membership in order to display the character of the organization.

2. PURCHASE

All emblematic materials are copyrighted and can be purchased only from the HOSA Supply Service. HOSA emblematic materials are sold only to affiliated HOSA groups. Legal counsel will be used to halt the illegal use of the HOSA, Inc., emblem and/or copyrighted materials.

3. MANUFACTURE OF INSIGNIA

All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of the Health Occupations Students of America shall be made by the National Headquarters. Any company interested in making arrangements for the manufacture of articles using the insignia, name or motto of HOSA shall submit in advance to the Executive Director for consideration: samples, price lists and plans for royalties.

4. USE OF EMBLEMATIC MATERIALS BY CHAPTERS AND STATES

If the HOSA emblem is reproduced, it shall be an exact replica.

a. Members and advisors in good standing may use the emblem, including the name, motto, creed and emblem.

b. Local chapters and state associations may use the emblem on materials which have public relations value. Chapters and states may give permission to civic groups and organizations to reproduce and use the HOSA emblem when they are helping to interpret HOSA through non-competitive activities.

c. The HOSA emblem and name may be used for fund raising projects which are sponsored by local chapters and state associations. The name of the local chapter or state association shall be spelled out on the above materials so that it will not give the impression that the fund raising project or programs for which they are used are nationally sponsored.

5. HOSA SUPPLY SERVICE

The Balfour Supply Service is currently approved as the official supplier of HOSA emblematic materials. The HOSA, Inc., Board approves the supplier. It shall be the responsibility of the Communications and Related Materials Committee to evaluate the service of the supplier on a yearly basis and make recommendations to the HOSA, Inc., Board of Directors at the annual meeting.

C. PUBLICATIONS

A variety of publications and audio-visual materials are available through the National Headquarters. All resources are evaluated periodically, updated and revised to meet the needs of HOSA members and advisors. Publications include:

1. HOSA NATIONAL HANDBOOK

a. Section A - National HOSA - The Organization

b. Section B - National Competitive Events Progrm

c. Section C - Chapter Management Guide

2. HOSA FILMSTRIP SERIES
   a. HOSA Serves the Community
   b. Promoting Your HOSA Chapter Activities
   c. National HOSA Competitive Events
3. Activate the Vision (video)
4. HOSA, INC., AND HOSA BYLAWS
5. HOSA DIRECTORY
6. HOSA MAGAZINE (Published twice yearly)
7. HOSA LEADERS' UPDATE (Published twice yearly)
8. HOSA HOTLINE (Published periodically)
9. And many other items - refer to Basic HOSA Publications - Section A: General Information - page 47

APPENDICES

RECOMMENDED CHANGE TO HOSA POLICIES AND PROCEDURE MANUAL

TO: _____ Chairman, Policy Analysis Committee

FROM: _____ TITLE _____ REGION _____

Policy as presently stated in POLICIES AND PROCEDURES MANUAL (specify section and page):

Policy as proposed:

Reason for change:

_____ Committee Approval
Signature Date

_____ Board Approval
Signature Date

Updated in Manual _____ Reprint Date _____

FLORIDA ASSOCIATION, HEALTH OCCUPATIONS STUDENTS OF AMERICA

POLICY STATEMENT REGARDING THE DIVISION OF REGIONS

WHEN IT IS NECESSARY FOR A REGION TO SUBDIVIDE INTO DISTRICTS DUE TO MEMBERSHIP NUMBER, GEOGRAPHICAL PROBLEMS, ETC., THE REGION WILL SEPARATE INTO DISTRICTS WHICH SHALL BE NAMED ACCORDING TO THE GREEK ALPHABET IN DESCENDING ORDER FROM NORTH TO SOUTH. THE DISTRICTS WILL BE PROPOSED BY THE REGIONAL OFFICERS AND ADVISORS WITH NO COUNTY TO BE DIVIDED INTO MORE THAN ONE DISTRICT. THE FORMATION OF DISTRICTS MUST BE APPROVED BY THE BOARD OF DIRECTORS.

THE REGION WILL MAINTAIN THE REGIONAL OFFICERS AND REGIONAL ADVISOR AS STATED IN THE BY-LAWS. THE REGIONAL OFFICERS WILL BE ELECTED AT A DISTRICT MEETING THAT IS TO BE HELD NO LATER THAN DECEMBER 15. ALL MEMBERS OF THAT REGION ARE ELIGIBLE TO ATTEND AND VOTE.

ANY MEMBER OF A REGION CAN RUN FOR A REGIONAL OFFICE. HOWEVER, NO CHAPTER SHALL HAVE MORE THAN ONE CANDIDATE FOR THE SAME REGIONAL OFFICE. NAMES OF THE CANDIDATES WILL BE SENT TO THE REGIONAL ADVISOR AT LEAST TEN DAYS BEFORE THE FALL MEETING.

TRAVEL REIMBURSEMENT POLICIES

1.Official HOSA travel can be defined as any travel incurred due to the written request of the State Advisor or the Program Director to conduct HOSA business.

2.Board Members, Corporate Members and Management Staff will be expected to consider costs when arranging travel and lodging.

3.Board Members, Corporate Members and Management Staff will be reimbursed for round-trip travel costs, lodging costs and up to $21.00 per day for meals.

4.Board Members, Corporate Members and Management Staff will retain all receipts and submit them with the completed HOSA expense form to the State Office.

5.Reimbursement will be made only to Board Members with a completed expense form and attached receipts.

STATE OFFICERS TRAVEL TO NATIONAL HOSA

It was determined by the Board of Directors of Florida HOSA that the trip to the National HOSA Leadership Conference should be a reward for services rendered by the retiring State Officers. The past year's State Officers have proven their leadership ability and thus a reward is appropriate. Observing and participating in a National Conference can be a most memorable experience.

It was the consensus that these officers should not go to National HOSA without having a role at the National Conference.

Funding for travel for these officers should come from school support. However, in the event that the officers are post secondary and no longer in school, they should be assisted to attend the National HOSA Conference from HOSA funds, providing they are dues paying members of both Florida and National HOSA and funding monies are available.

STATE RULES AND REGULATIONS

based on

NATIONAL HOSA COMPETITIVE EVENT PROGRAM

1.Participants must be a member of State and National HOSA (registered on an official chapter assessment roster with assessment paid prior to April 1, membership deadline). The State and National HOSA Office shall verify competitive event participants as State and National HOSA members to the Competitive Events Committee. Eligibility requirements as specified in the individual Competitive Events Guidelines must be adhered to.

2.The official definition for secondary, postsecondary, and collegiate members of HOSA for the purposes of Competitive Events registration and participation is:

Secondary - A secondary student is one who a) is enrolled in a state-approved health occupations education program b) has not received a high-school diploma (or its equivalent) prior to the state's annual conference and c) has been within the continuous, sequential educational system for two or more years prior to the current year's State HOSA Conference.

Postsecondary - A Postsecondry student is one who is enrolled in a state-approved postsecondary program leading to less than a baccalaureate degree, has received a high-school diploma (or its equivalent).

Collegiate - A Collegiate student is one who is persuing a baccalaureate or higher degree in a Health Occupations program. At this time there are no events for this category.

3.Competitive Events Participants shall be registered by the deadline date. Participants may be dropped or another eligible student may be substituted up to Competitive Events registration held during conference registration. The participant's HOSA Advisor (or his or her designee) must accompany the student to Competitive Events Registration, complete and sign a Substitution Form and verify with Florida HOSA the student's membership in HOSA. Students must have competed in that event at the Regional level.

4.When HOSA's affiliated state associations conduct all aspects of the events which are included in the National Competitive Events Program at the State level, these events shall be conducted according to the approved National Competitive Events Guidelines (as revised December, 1983, September, 1984, January, 1985, and October, 1988). It is recommended that state associations plan and conduct the Annual State Conference in sufficient time to allow them to meet the National Conference registration deadline. (Note: The National HOSA Conference usually is held the last Wednesday through Saturday of June each year.)

5.Participants in National Competitive Events must have competed in the same Competitive Event at the state level for which they are entered at the national level, in the school year immediately preceeding the National HOSA Conference. For Team events, at least half (50 percent) of the members of a team registered must be students who were members of the winning team at the state level. Other qualified student members may be substituted in the remaining team positions. The same guidelines apply to the State HOSA Conference.

6.Registered participants must attend the scheduled orientation session at the Conference for the event(s) in which they are competing, or provide acceptable adequate documentation of the reason for their absence and provide a substitute (Advisor, student) qualified to interpret to the competitor the directions/information shared at this meeting. Failure to do so may result in the student's disqualification from the event. Acceptable documentation of the excuse shall include: letter/memo signed by competitor and Chapter Advisor, and school administrator and parent/guardian (if minor) and physician (if applicable). Acceptable excuses shall include: illness verified by physician; employment commitment verified by employer; school, state, or national examination schedule verified by administrator; essential family or personal commitment verified by parent/guardian, or other family member; entry in more than one HOSA competitive event; selected others with appropriateness to be determined by the Competitive Events Committee.

7.Participants must report to the location of their Competitive Event at the designated time and place. The participant's failure to report to the competition area within 5 minutes of the appointed time may result in his/her disqualification. It is the participant's responsibility to report as scheduled to avoid disqualification. For possible special circumstances, such as overlapping events due to close scheduling in different categories, prior arrangements must be made by the Chapter Advisor through HOSA Management.

8.The Competitive Events Committee will determine whether (and how many) sections will be scheduled for each Competitive Event at the HOSA Conference according to the number of registered participants. See Multiple/Single Section Assignments Schedule. The Competitive Events Committee also will determine which procedures are to be performed for Health Occupations skill events, based upon criteria which include space arrangements and condition of available sites; availibility of equipment; and similar factors pertaining to operation of these events in a particular year.

9.Separate sections of each event shall be conducted for secondary and postsecondary unless stated otherwise. The competencies and procedures will be the same for both secondary and postsecondary levels. **Students may enter only one event in each of the four Competitive Event categories** (Health Occupations Related Category, Health Occupations Skills Category, Individual Leadership Category and Team Leadership Category).

10.A minimum of three (3) contestants or teams must be properly registered by the deadline date in order for Florida HOSA to conduct a particular Competitive Event at the State Conference. If this minimum number of contestants has not registered by the deadline date, those who have registered will be notified if the event is cancelled.

11.Participants must adhere to the Dress Code as specified in the Individual Competitive Event Guidelines for the event in which they are competing. Penalties or disqualification will be assessed according to the individual guidelines. Participants may only wear their contestant number -- other name, school or state badges or ID's must be removed or completely covered during competition, with the exception of Community Awareness Project and Job Seeking Skills Competitive Events. Specific dress code requirements are designated in the individual guidelines for Extemporaneous Health Display and Standard First Aid/CPR, in Category I, and all skills events in Category II. For all other regular competitive events, competitors must be attired in either official HOSA uniform (See Handbook, Section A), or in proper business attire. Proper business attire is interpreted to mean business suit (skirt and blouse or simple daytime dress for females, dress slacks, shirt and tie for males).

12.Participants may be penalized or disqualified if they do not bring the required material/equipment as specified in the Individual Competitive Event Guidelines for the event in which they are competing. The Chairman of the event and/or the Category Lieutenant will make the final decision on whether the student will be assessed penalty points, disqualified from one competency of the event or the entire event.

13.Except for team events, participants must work independently, without assistance from judges, teachers, fellow students or observers during the Competition. Participants may be disqualified for receiving assistance.

14.Students participating in Competitive Events will be judged according to the rating sheet and individual guidelines for the event in which they are competing as well as these General Rules and Regulations. The decision of the Judges shall be final. Judges Rating Sheets should be used as a part of a learning process for the student. Participants' rating sheets will be returned to their Advisor, with the exception of any test instruments which include questions or other test items which must be kept "secure."

15.For the Standard First Aid/CPR event in Category I, and all Health Occupations Skill events in Category II, if a student jeopardizes the patient's or his/her own safety or fails to perform a critical technique (overriding criterion) and does not take immediate action to rectify the error, the total points for the procedure or specific subpart(s) of the procedure will be deducted. Critical Techniques (overriding criteria) involving a procedure, subpart of a procedure or specific step in a procedure will be identified with an asterisk.

16.A process is established to provide opportunity for an individual competitive event participant to submit constructive suggestions and/or grievances to the Competitive Events Committee at the Conference via completion of "Competitive Event Inquiry Form." This completed form must be signed by the student and/or local Advisor and turned in to Conference Headquarters within two (2) hours after the competitive event concludes. (see Appendix B)

17.The Competitive Events Inquiry Committee will consist of the Competitive Events Chairman and the Lieutenants from each of the four (4) Competitive Events categories and one (1) State Officer.

18.Only the HOSA Competitive Events Committee and/or the HOSA Board of Directors have the responsibility and authority to change Competitive Events Guidelines (in a responsible and timely manner). A State Association may submit suggestions and guidelines for new competitive events to be added to the National Competitive Events program to the National Competitive Events Committee and the Board of Directors at least thrity (30) days prior to the Annual National HOSA Conference. After review and if approved by the Committee and the Board, the event will be demonstrated and evaluated at the next year's Conference. If evaluation is positive, it will be piloted and evaluated at the next successive year's conference. If evaluation continues to be positive, following review, revision as appropriate and approval by the Committee and the Board of Directors, the event will become an official event of the National Competitive Events Program for the following school year. Then the guidelines for the new event will be distributed to each affiliated state.

19.The "Approved Procedure for Determining Finalists in HOSA Competitive Events Requiring Multiple Sections Procedure" will be used to determine finalists where multiple sections are required, as included in the National HOSA Handbook Appendices. See Multiple/Single Section Assignments Schedule, Appendix E.

20. Observer Rules - Observers are permitted only when designated by the National Competitive Events Committee; they shall not talk or be disruptive to the judges, participants or other observers and must obey the following rules:

a. Observers are not allowed in the contest holding rooms or preparation rooms.

b. Observers may not talk or gesture to competitive event participants.

c. Judges may disqualify competitive event participants if they accept assistance from observers.

d. When roped off or marked areas are designated for observers, NO observers, including HOSA Advisors, shall be outside the designated area. The number of observers permitted in any one area will be monitored.

e. Cameras with flash bulbs, recording devices or writing materials will not be permitted in any competitive event area without written permission by the National Competitive Events Committee Chairman.

f. Additional observer rules may be posted or announced at specific competitive event locations to further avoid unnecessary distractions (i.e., entering or leaving during a speech or presentation).

g. The following events will be open to observers, assuming adequate contestant holding areas and observer seating space are available:

1) Community Awareness (Oral Presentations Only)

2) Dental Spelling

3) Extemporaneous Speaking

4) HOSA Bowl

5) Medical Spelling

6) Parliamentary Procedure

7) Prepared Speaking

8) Standard First Aid/CPR

h. Other events may be open to observers depending on the facilities and at the discretion of the Events Chairman and the Competitive Events Committee.

21. Numbers for contestants, teams and/or order of competition in each event where such is necessary will be pre-assigned on a random selection basis (computer may be used).

22. Any advisor or chapter member found deviating from the rules during competitive events (such as false entries, cheating or other unethical behavior) should receive suspension from competition or other such appropriate reprimand, to be determined by the members of the Rules and Arbitration Committee. The penalty will be decided within 24 hours and the notification will be given in written form to the person(s) involved with copies to the appropriate principal or vocational director and, if indicated, the superintendent of the school district.

NATIONAL HOSA METHOD FOR DETERMINING FINALISTS IN COMPETITIVE EVENTS REQUIRING MULTIPLE SECTIONS

Due to the technical nature of many of our Competitive Events, necessity has dictated that a method be derived to expediate the running of the events. After examining alternatives, National HOSA piloted a mathematical method to determine finalists at the 1982 Convention.

The following is the rationale for this technique and an explanation of its use:

1.FAIRNESS TO THE COMPETITOR--When the previous method of determining finalists was used, there was no guarantee the top 10 students selected would be the best. Whenever multiple sections of an event were run, only the top from each section were allowed to compete in the finals. Since there is no seeding of competitors in HOSA, it is possible that the best 10 competitors could be entered in the same section. Hence, they would be eliminated from becoming finalists. The new method eliminates the need for a final run-off competition and, therefore, allows for the possibility of the best competitors being recognized.

2.DIFFERENCES BETWEEN JUDGES AMONG SECTIONS--Regardless of the specificity of the rating instrument, there always will be differences when different teams judge different sections. A means of compensating for these differences is necessary. The mathematical method will accomplish this.

3.TIME--To run finals in any event requires a great deal of additional time and personnel. Mathematically calculating the finalists eliminates the need for a final run-off competition.

4.ELEMENT OF SURPRISE MAINTAINED--Whenever a final run-off competition is announced, the element of surprise is greatly reduced. For those who did not make the finals, there is no sense of anticipation for the awards ceremony. The new method maintains this element of surprise until finalists are announced at the awards ceremony.

5.PILOTING--This mathematical method was successfully piloted for two years in several HOSA affiliated states and is being used by some other national student organizations.

Multiple/SingleSectionAssignments

	Multiple Sections Events (Standard Deviation Process in Place)		Single Section Events (No Standard Deviation Process to be used)	
	SS	PS	SS	PS
CATEGORY I - HEALTH RELATED EVENTS				
DS			X	X
DT			X	X
EHD			X	X
MS	X	X		
MT	X	X		
SFA/CPR	X	X		
CATEGORY II - HEALTH SKILLS EVENTS				
DA	X	X		
MA-CLER	X	X		
MA-CLIN	X	X		
MLA	X	X		
NA	X	X		
PN	X	X		
CATEGORY III - INDIVIDUAL LEADERSHIP EVENTS				
ES	X	X		
JSS	X	X		
PS	X	X		
CATAGORY IV - TEAM LEADERSHIP EVENTS				
CHA	X	X		
HOSA BOWL	X	X		
PP	X	X		

*In the event that entries for any competitive event in the MULTIPLE SECTION GROUPING at either or both SS and PS levels total ONLY a number sufficient for ONE section, this event is moved to the SINGLE SECTION GROUPING and is NOT subjected to the standard deviation process.

NATIONAL HOSA STEPS FOR DETERMINING FINALISTS IN COMPETITIVE EVENTS REQUIRING MULTIPLE SECTIONS

The process for implementing the National HOSA Mathematical Method For Multiple Section Finalists identification is explained below by first identifying symbols for scores and sections; second, listing the steps to be taken, and third, providing an example using hypothetical scores.

SYMBOLS FOR SCORES AND SECTIONS

ICAS	Individual Competitor Average Score
AJS	Average of Judges' Scores for Each Competitor
JDS	Judges' Differential in Scoring between two (2) Sections
AJDS	Average Judges' Differential in Scoring between three (3) or more Sections
CS	Control Section - the Section having the highest AJS (highest AJS, if three or more Sections used)
AICAS	Adjusted Individual Competitor Average Score
FCS	Final Competitor Score

STEPS IN IMPLEMENTING THE MATHEMATICAL METHOD

1. Determine an Individual Competitor Average Score (ICAS) for each competitor in each Section.

   Add all scores (one per judge) for each competitor; divide by number of judges; result equal the ICAS per competitor.

2. Determine the Average of Judges' Scores (AJS) for each Section.

   Add all Individual Competitor Average Scores (ICAS) separately by section; divide total by number of competitors in a particular section; result equals the AJS for each Section.

3. Determine the Control Section (CS).

   Compare the Average of Judges' Scores (AJS) for all sections. The section with the highest AJS (or highest AJS, if three or more sections used) becomes the Control Section.

4. Determine the Judges' Differential in Scoring (JDS) between Sections.

   Subtract the lower Average Judges' Score (AJS) from the higher AJS; the difference equals the Judges Differential in Scoring, when two (2) sections are used; the results equal the JDS.

   When three (3) or more sections are used, an average of the AJS totals for all sections lower than that of the Control Section (CS) must be obtained by adding these AJS totals and dividing by the number of sections with lower AJS totals.

5. Determine an Adjusted Competitor Individual Average Score (ACLAS) for each Competitor in each Section except those in the Control Section (CS).

   Add the amount of the Judges Differential in Scoring (JDS) to each Individual Competitor Average Score (ICAS), except those in the Control Section (CS).

6. Identify the Final Competitor Score OFCS) for each Competitor.

   For the Control Section (CS), the original Individual Competitor Average Score (ICAS) becomes the Final Competitor Score (FCS) for each competitor.

   For all other sections, the Adjusted Individual Competitor Average Score (AICAS) becomes the Final Competitor Score (FCS) for each competitor.

7. Determine the Rank Order of each Final Competitor Score (FCS).

   Assign a rank number to each Final Competitor Score (FCS).

8. Identify as finalists the top 10 ranked Final Competitor Scores (FCS).

EXAMPLE OF USE OF MATHEMATICAL METHOD:

Hypothetical Event:	(Individual)	- Prepared Speech
	or	
	(Team)	- Parliamentary Procedure
Number of Competitors/Teams:		20 (10 per section)
Number of Sections:		2

(To ensure accuracy of results, each section should include a minimum of ten competitors or ten teams)

Number of Judges: 6 (3 per section)

COMPETITIVE EVENTS INQUIRY PROCEDURE

Request for Review of Rule Infraction

At the conclusion of a competitive event, any student or their advisor that feels a major rule of infraction has occurred should:

1. Discuss the infraction with the competitive events chairperson and/or event lieutenant.

2. If this private discussion does not resolve the question, the student should immediately fill out the official Competitive Event Inquiry Form, sign it, have it signed by the State Advisor, and immediately submit it to the Conference Headquarters.

THIS FORM MUST BE FILLED OUT AND TURNED IN NO LATER THAN TWO HOURS AFTER THE CONCLUSION OF THE COMPETITIVE EVENT.

3. The competitive event inquiry will be investigated by the competitive events inquiry committee. If requested by the committee, the student and advisor should be available to confer with the inquiry committee during a called meeting.

4. The student and all other competitors in the event should be available for the competitive event to be rerun, if the committee determines the rule infraction was sufficient to make the original judging invalid. The decision of the committee is final.

Constructive Suggestion

The competitive events committee and Board for National HOSA will appreciate your submitting constructive suggestions for improvement of the event(s) in which you competed. Any item submitted to the competitive events committee as constructive suggestion(s) will be reviewed by the competitive events committee immediately following the annual conference.

_____

_____

_____

_____

_____

_____

_____

_____

HOSA COMPETITIVE EVENTS INQUIRY FORM

COMPETITIVE EVENT: _____

CHECK ONE:

_____ Official Request for Review of Rule Infraction

_____ Constructive Suggestion

NAME: _____ Region: _____

ITEMS IN QUESTION (Narrative of problem):

SPECIFIC COMPETITIVE EVENT ROLE(S) IN QUESTION:

_____

Date Student Signature

_____

State Advisor's Signature

Date Received in HOSA Office: _____

Inquiry Information: _____

Presented to HOSA Board: _____ Signed: _____
Board Chairman

EVENT PREPARATION

Members interested in the Competitive Events Program should follow ten steps in preparing for competition.

Members should:

1. Talk with the HOSA Chapter Advisor and let him or her know their interest in entering a competitive event at Regional and/or State Conferences.

2. Review the National Competitive Events Program and select the event or events that are consistent with their career objective.

3. Secure a NATIONAL HOSA HANDBOOK; SECTION B and specifically concentrate on the "general rules and regulations" in preparing for the event.

4. Study the detailed guidelines and the judges rating sheet(s) to know the exact criteria by which event participants are evaluated.

5. Practice, practice, practice and practice the event at the local chapter level before competing at a Regional or State Conference.

6. Talk with other members who participated in competition previously and gain as much as possible from their experiences.

7. Ask the HOSA Chapter Advisor to conduct event simulations in the classroom to allow all members to experience competitive pressure and their reaction.

8. Know all rules and procedures for the event in which they are entering to avoid disqualification or point deductions.

9. Enter Regional and/or State competition and carefully review all instructions to event participants. Don't be late to event orientation meetings or competition.

10. Enjoy the competition because the real benefit of competition was realized in the preparation. Members fortunate to be recognized as an event winner should be proud of their accomplishments; however, the dividends of preparation are available to all participants.

BASIC EVENT REGULATIONS

A few regulations and procedures that should be noted by all competitors include:

Competitive event participants:

1. Must be active members of HOSA.

2. Must have competed in the same event at the Regional level for which they are entered at the State level.

3. Must attend the scheduled orientation sessions at the State Conference for the event in which they are competing.

4. Must not be late in arriving at the event area at the risk of disqualification.

5. Must adhere to the dress code as specified in the event guidelines.

6. May be penalized or disqualified for failure to bring required equipment or materials as specified in the event guidelines.

7. Must work independently, except in team events, or be disqualified for receiving assistance from judges, teachers, fellow students or observers during competition.

Every effort is expended to secure judges that are competent in the event for which they are assigned. For example, in Standard First Aid/CPR, judges must hold a current instructor card for 1)American Red Cross First Aid/CPR, or 2) American Heart Association/CPR.

By recognizing the personal and career benefits of the Statel Competitive Events Program, members know the time they invest in preparing for and participating demonstrates to other chapters the preparation of its members. Chapter pride is built when members represent their institution and participate in competition. The pride grows when members receive recognition as an event winner at the Regional and State Conference. Chapter pride continues when one or more members attend the HOSA Conference representing both the Chapter and Regional Association. The pride grows stronger, for chapters and members, when the event winners are announced and brought to the stage. Members will almost burst with personal satisfaction and pride in knowing that their investment was reaping dividends for not only themselves but for their chapter as well. All HOSA members are impressed with excellence in performance, therefore, you will not be surprised when you hear the applause of all delegates expressing their appreciation for preparing for state competition.

Those who are not called to the stage for special recognition must also be proud of their accomplishments. Although the State Competitive Events program is designed to award medallions to a select few event participants, the real winners are those who are able to leave the State Conference with new experiences, improved skills, greater knowledge, enhanced confidence and the determination to not allow the HOSA experience to die when the conference is concluded or at graduation. The ultimate goal is not to be a winner at a Regional or State Conference. The realistic goal for all HOSA members is to secure entry level employment or an advancement within the health care field. The real value of the Competitive Events Program is when members are able to perform more effectively as a health care professional.

By taking advantage of the many opportunities available for involvement and leadership roles, HOSA members will be more confident than those students not actively involved in chapter activities. The Health Occupation Education classroom builds health care skills; HOSA builds a more confident health care professional able to achieve success in a rapidly changing and competitive industry.

IN SUMMARY

All members should take advantage of the HOSA Competitive Events Program. This publication is designed to guide the entire chapter as well as individual members for the opportunities available in event competition at Regional, State and/or National Conferences. Fortunately, the benefits of participation in competitive events does not cease at the conclusion of the conference. The National HOSA Competitive Events Program will have a lasting impact upon the professionalism of HOSA members as they pursue rewarding and challenging careers in the dynamic and competitive health care industry.

PROCEDURE FOR QUALIFICATION OF OFFICER CANDIDATES

A. Regional Officer

1. A committee will be appointed annually by the State Advisor to write the Parliamentary Procedure Qualifying Examination.

2. The Chairperson of the committee will forward the Examination to the State Advisor for final approval. The State Advisor will forward a copy of the examination to each Chapter Advisor, Regional Advisor, and Regional Consultant.

3. The Chapter Advisor will administer and score the Examination. The Officer Candidate must score a minimum of 75%.

4. Upon successful completion of the Examination, the Chapter Advisor submits the Endorsement of Candidate Form, the Examination and score to the Regional Advisor two (2) weeks prior to the Regional Conference.

5. The Chapter Advisor will submit a copy of the Endorsement of Candidate Form to the Election Committee chairperson two (2) weeks prior to the Regional Conference.

6. The Election Committee Chairperson sends the Verification of Officer Candidate Form to the Chapter Advisor immediately upon receipt of the Endorsement of Candidate Form.

7. The Election Committee places the name of the Officer Candidate on the ballot.

B. State Officer

1. A committee will be appointed by the State Advisor to write the Parliamentary Procedure Qualifying Examination for the State Officers.

2. The Chairperson of the Committee will forward the Examination to the State Advisor for final approval.

3. The Officer Candidate must score a minimum of 75%.

RUNNING FOR STATE OFFICE

FLORIDA HOSA CANDIDATE NOMINATING PROCEDURE

The following procedures will be followed:

1. Each Chapter shall be provided one (1) copy of the Florida HOSA Nominating Forms and information packet.

2. The State Nominating Committee shall administer the officer candidate written examination to each candidate. Candidates must pass the written examination to be interviewed.

3. Chapters in good standing may submit ONE candidate per office, and submit no more than four (4) candidates.

4. The Nominating Committee will review all candidate applications.

5. The Nominating Committee will interview all officer candidates before the final slate is determined (see enclosed "Interview Rating Sheet").

6. Officer candidates will answer questions posed by the Nominating Committee. All questions selected will be asked of all candidates according to established procedures from "How to Conduct a Legal Interview," Department of Labor Publication, 1978.

7. Florida HOSA Officers' Travel Policies have been adopted by the Board of Directors and must be signed and included with the candidate information.

8. Please read the segment of the HOSA National Bylaws which refers to Officer Duties and Nominating Committee Responsibilities (Bylaw IV, Section 1-10).

9. The newly elected officers and their Advisor will meet briefly following the Awards and Recognition Ceremony.

10. An orientation meeting for all officer candidates is scheduled on the first day of the Conference wherein these procedures and activities will be reviewed.

11. The five items to be sent to the State office by all officer candidates are listed (*) in the Table of Contents for this packet. The VERIFIED STATEMENT OF ACADEMIC PERFORMANCE is to be a grade report or transcript for the CURRENT school year.

TRAVEL POLICIES

1. When you travel on behalf of HOSA, remember, you are representing all members throughout the country and the State Officer Team. Dress in official HOSA uniform and conduct yourself accordingly.

2. All State Officer travel must be approved by the State Officer Advisor and the State Office based on the travel budget for the year.

3. Any Region requesting a State Officer to visit their Region (for a Conference or speaking engagement, etc.) will assume responsibility and expenses for 50% of the Officer's Travel (Under State Match Program).

4. State Officers who are also Board members will be reimbursed for their roundtrip travel, lodging and meal expenses for Board of Director meetings.

5. State Conference roundtrip travel costs, lodging and a maximum of $21.00 per day for meals and the Conference Registration fee will be completely covered by Florida HOSA.

6. Lodging will be arranged by Florida HOSA, unless prior permission is given otherwise. Officers will be reimbursed up to a maximum of $21.00 per day for meals (with receipts).

7. Reimbursement will be made to Officers only with a completed reimbursement form and attached receipts.

8. Florida HOSA will have minimum insurance coverage for officer travel and cannot be held responsible for injuries to an Officer when traveling on HOSA business.

9. Newly elected State Officers are expected to participate in a two-day training session immediately after the State Conference. Florida HOSA will incur all transportation, lodging, and meal expenses.

NOTE: Remember that your travel assignment is not complete simply by leaving a Region. You need to submit a STATE OFFICER REPORT TO HOSA HEADQUARTERS and the State Officer Advisor as well as follow-up thank you letters to those individuals who made your trip possible. (Regional or Local Advisor, your own Region or Local Advisor, Regional or Local Officers, contributor, etc.) Also do appropriate follow-up on any requests you may get. When you are elected as a HOSA State Officer, you are committing yourself to some required travel. Other travel may evolve throughout the year for recruiting and fundraising purposes. Your employer and/or school administrator should be made aware of these responsibilities as soon as your are elected.

I HAVE REVIEWED THE ABOVE POLICIES AND AGREE TO FOLLOW THEM AS OUTLINED.

_____

Signature of Candidate/Officer Date

_____

Candidate's Parent Signature Date

*Insert State Officers Agreement - Florida HOSA

RUNNING FOR STATE OFFICE

CANDIDATE INFORMATION RESUME

Name_____ Current Grade Level_____

Home Address_____

School Name_____

1. HOSA Offices Held: Year

a._____ _____

b._____ _____

c._____ _____

2. Honors/Awards Received (HOE and others):

a._____

b._____

c._____

3. Participation in Other Activities (School, Community):

_____

_____

_____

_____

4. Offices Held in Other Organizations:

a._____

b._____

c._____

_____

Signature Date

RUNNING FOR STATE OFFICE

STATE OFFICER CANDIDATES CAMPAIGN RULES

1. Campaign speeches cannot exceed five (5) minutes. The five minutes may be divided between the campaign manager and the candidate or used by the candidate alone.

2. Campaigning will begin ONLY AFTER the slate of qualified candidates is announced.

3. Due to hotel restrictions which do not allow materials to be taped or tacked to walls, campaign materials will be limited to items attached to clothing or held in hand.

4. In order to limit campaign expenses for student candidates, the following will apply:

   a. Each candidate will be limited to $50 total expense for campaign materials.

   b. Each candidate must bring proof of campaign expenses to the Conference (cash receipts or letters of donations).

   c. The Nominating Committee will approve all campaign materials and verify campaign expenses during the interview process of each candidate.

   d. Campaign materials which will be accepted are:

      – posters (any size)
      – flyers (any size)
      – buttons

5. Each candidate is responsible for collecting all materials from designated campaign areas before the final balloting in the Assembly of Delegates.

6. The campaign rules and regulations must be strictly adhered to at the conference. ANY VIOLATION OF CAMPAIGN RULES WILL RESULT IN DISQUALIFICATION OF THE CANDIDATE.

RUNNING FOR STATE OFFICE

STUDY GUIDE FOR WRITTEN EXAMINATION

A. KNOW THE FOLLOWING:

1. HOSA Motto
2. HOSA National Creed
3. National Conference Theme
4. State Officer Titles
5. Duties of the Office You Seek

B. REVIEW THE FOLLOWING:

1. History and Background of the HOSA Association
   a. Florida Handbook
   b. Part A, National Handbook
2. Florida Bylaws (membership information, organizational structure, voting procedures)
3. Parliamentary Procedures "Robert's Rules of Order, Newly Revised"

HOSA

RUNNING FOR STATE OFFICE

INTERVIEW RATING SHEET

NAMEOFCANDIDATE_____

INSTRUCTIONS: The Nominating Committee will rate candidates on their responses to selected questions based on the criteria and scale listed below:

5 = Excellent
4 = Very Good
3 = Average
2 = Fair
1 = Needs Improvement

CRITERIA	5	4	3	2	1
Appearance:					
Grooming	5	4	3	2	1
Posture	5	4	3	2	1
Appropriate Dress	5	4	3	2	1
Oral Interview:					
Willingness to Serve If Elected	5	4	3	2	1
Knowledge of HOSA	5	4	3	2	1
Demonstrates Enthusiasm	5	4	3	2	1
Quick Response to Questions	5	4	3	2	1
Communications Techniques:					
Voice - Pronunciation, Quality	5	4	3	2	1
Power of Expression	5	4	3	2	1
English Usage	5	4	3	2	1
Eye Contact with Interviewer	5	4	3	2	1

COMMENTS_____

_____

_____

_____

_____

_____

_____

Signature of Interviewer_____ Date_____

TOTAL SCORE _____

CODE OF CONDUCT FORM

Insert Florida Code of Conduct

MEDICAL LIABILITY RELEASE FORM

DIRECTIONS: Due to legal restrictions, it is necessary that all students, parents/guardians and HOSA Advisors complete this form as a prerequisite for eligibility to attend the Florida HOSA Conference. This form should be returned to the HOSA Chapter Advisor who will forward all forms to the State Advisor. PLEASE TYPE OR PRINT ALL INFORMATION:

Student's Name_____ Parent/Guardian's Name_____

Home Address_____

_____ Zip_____

Telephone: Home_____ Work_____

Student's Physician_____

Office Address_____ Telephone: Office_____

_____ Zip_____

Local Advisor_____

School Name_____ Phone_____

Student is covered by group or medical insurance: ___Yes ___No. If yes, complete the following: Name of Insured_____

Insurance Company_____ Group#_____ Policy#_____

Please completely describe any medical condition which may recur or be a factor in medical treatment:

a. Allergy_____

b. Physical Handicap_____

c. Convulsions_____

d. Medicine Reactions_____

e. Blackouts_____

f. Disease of any kind_____

g. Heart or lung problems_____

h. Other (please be specific)_____

If currently taking medication, please provide the following information:

a. Name of medication_____

b. Prescribing Physician_____ Phone_____

PARENT/GUARDIAN: Please check one of the following and sign your name:

_____ a. I give permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any person listed above as soon as possible.

_____ b. I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature_____ Date_____

LIABILITY RELEASE: I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the State HOSA Board of Director, the State Staff, State and Local HOSA Associations, and any designated individuals in charge of the HOSA Group or specific activity from any legal or financial responsibility with respect to my personal or my student's/child's participation in or contact with any known element associated with an activity including competitive events.

Parent/Guardian Signature_____ Date_____

Student/Advisor Signature_____ Date_____

Notary Seal

OFFICIAL HOSA UNIFORM POLICY

The HOSA uniform will be worn for all official functions, such as: Competitive Events when uniform is specified, official business and Executive Council meetings, when representing HOSA in various public relations activities, and other related activities. The official uniform policy is:

1. **Blazers for Members - Male and Female.** A tailored navy blue blazer with emblem affixed over the heart. In 1983, the Board of Directors for HOSA, Inc., designated the Balfour/HOSA Supply Service as the official supplier for this blazer.

2. **Shirt/blouse for female members.** A white tailored shirt or blouse. This is interpreted to mean: an open-neck with a pointed colar (a closed-neck Peter Pan collar, a man-tailored closed neck collar or jewel necklines with lace, ruffle or full-edged collars are not acceptable). It is essential that when a group of HOSA members appear together at a national, state, and/or district function or related meeting, a uniform appearance be maintained. Therefore, the Florida Executive Council Officers, elected state officers, and the entire State Association, in a particular year, or as a general policy, should select and maintain one neck style.

3. **Shirt for male members.** A white closed-neck man-tailored dress shirt, suitable for use with a tie.

4. **Accent for female members.** The maroon HOSA scarf no longer is a required part of the official uniform for females. However, use of a marone neck accent is optional. As for the shirt/blouse style, in #2 above, it is essential that a uniform appearance be maintained. This is interpreted to mean that in any particular year, offical groups of HOSA members may choose to use no neck accent, or may select one style from several options, including tie, ribbon tie or other tailored maroon neck accent.

5. **Accent for male members.** A solid navy or maroon man-tailored long tie.

6. **The official HOSA member or advisor pin is centered on the left lapel of the jacket.**

7. **Matching navy or white slacks for males, and slacks or skirts for females.** (Jeans and denim skirts are not considered appropriate.)

8. **Footwear** appropriate to the overall appearance of the uniform in navy, black, or white, should be consistent among the particular group. (Tennis and track sneakers/shoes are not considered appropriate.)

APPENDIX K

INSERT FLORIDA OFFICERS CODE OF CONDUCT

APPENDIX L

Insert Bylaws here